MT+ Beneficiary Guide

Current version

MT+ 2.5.0 implemented on 10/08/16

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What is the Mobility Tool+?

Mobility Tool+ is an Information System that allows Erasmus+ Beneficiary Organisations to access and manage their project's information, request individual participants' reports and submit final reports to their National Agencies. Erasmus+ National Agencies also use Mobility Tool+ to monitor and validate the projects information entered by Beneficiary Organisations at any time from anywhere.

Mobility Tool+ is designed, developed and maintained by the European Commission being used by Erasmus+ Beneficiary Organisations and National Agencies involved in decentralised projects.

What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

What are the different roles involved?

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+ This happens when the project's data is submitted from NAs Project Management System. National Agency users can also have access to Mobility Tool+ for monitoring and validation purposes.

How to get access

- How to get access to the mobility tool
 - o Contact person from the beneficiary or coordinating organisation
 - o Incorrect email address for contact person
 - o National Agency User

How to get access to the mobility tool

Contact person from the beneficiary or coordinating organisation

Those persons who are indicated as the project contract person of the beneficiary or coordinating organisation in the NAs Project Management System will automatically be given access to MT+. This is usually the same details as entered in the application form, unless changed during the selection process. The email address associated with this contact person will receive the notification from the system once the project is created in the Mobility Tool. This contact person will be able to create new contacts with or without access to edit the project details in MT+.

Incorrect email address for contact person

If the incorrect email address is used for the project contact person, the National Agency should change the email address in the NAs Project Management System and resend the data to MT+.

National Agency User

Contact your local MT+ National Agency Administrator (NA Admin) to gain access. If there is no NA Admin please create an issue in NAUAM to nominate a user as a MT+ National Agency Administrator.

Login

This page explains how to log in to <u>MT+</u> using ECAS. An email notification will be sent to the project contact on creation of the project in the mobility tool.

- <u>Select the "External" domain.</u>
- Log In.
- Password lost?
- Create a new ECAS account.
- Help (Frequently asked questions).

Select the "External" domain.

The correct domain must be chosen before logging in. The correct domain for those working in the National Agency or those indicated as the project contact of the beneficiary or coordinating organisation must choose the domain **External**. To change the domain as **External**, click the **CHANGE IT** button.

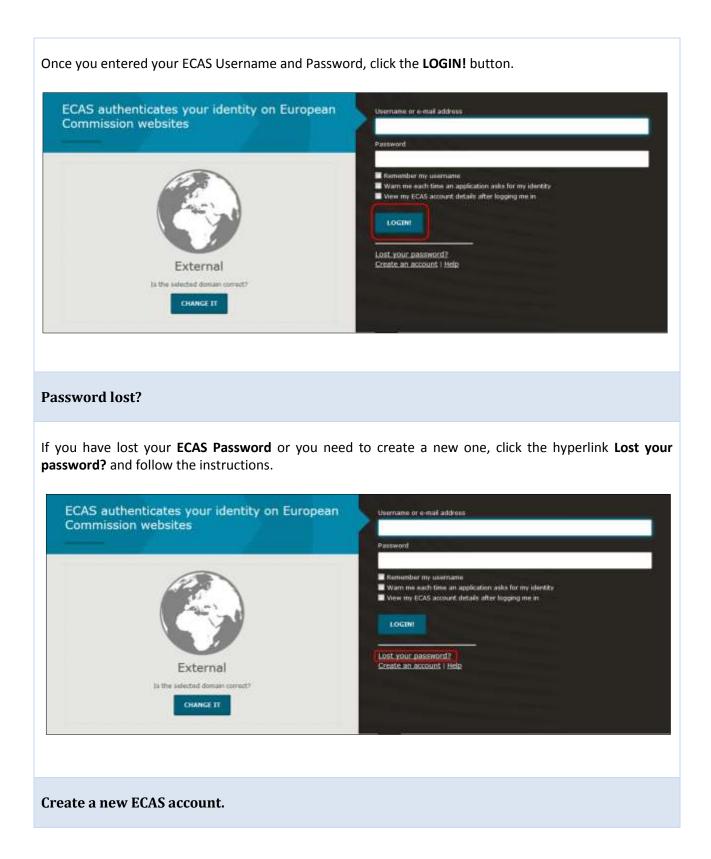
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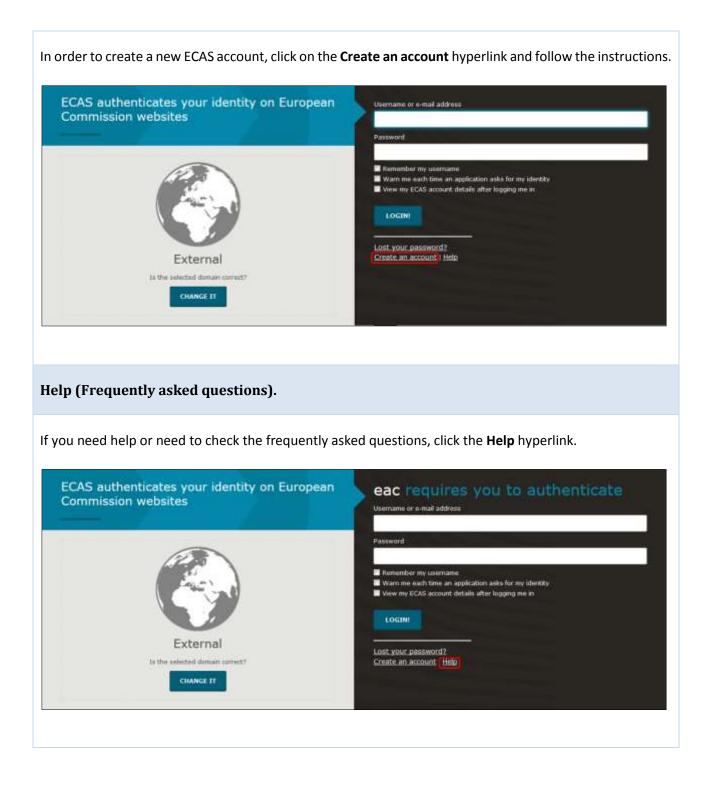
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Log In.

Enter your **ECAS Username** or your e-mail address and your **ECAS Password**. This must be the same e-mail address as used by the e-mail notification informing you of your access. If you do not use the same e-mail address, you will not gain access to the project information.

	Password
External bit the selected domain correct?	Marmemoler my usermane Warn me each time an application asks for my identity Work my ECAS account datalis after logging me in LOGINE Lost your password? Create an account Help





Automatic notifications

Notifications by default will be sent to the project contact of the beneficiary organisation as indicated in the NAs Project Management System. The person who receives notifications can be changed in MT+ by indicating another contact from the beneficiary organisation as the **Preferred contact**. The notification by

default is sent out in English and may also be sent out in the language of the National Agency if the translation of interface has been done for that language.

Creation of project in the Mobility Tool

On creation of a project in MT+, a notification will be sent to the project contact person of the beneficiary organisation. The email notification provides instructions on how to login in to MT+ using ECAS. If you do not have an ECAS account follow the instructions to register in ECAS first.

Dear Ben,
Your project has been created in the Mohility Tool.
Project details EC Project Nameder: 2015-1-FR01-KA107-014887 National Project Id2:
Mubility Tool is the system for the management of projects that received an EU grast under the Lifelong Learning and Essanary gragmanes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.
In the Mahility Tool you will be able to provide all the information on your projects, identify participants and mobilities, unsuplete and update budget information, process and follow-up participant operas and generate and robust your over report(a) to your National Agency.
To access the project, please follow the steps below.
 Go to Mability Tool velocite at https://wright-co-encodermobility-index.cfm/Toorestice/wear.stain If you haven't register yet, phone cited but magneted and and up your account. During the registration process please use the ensail address that this message was sent to. If you almuch have an ECAS account associated with this mail address, plane user it is big in
Planer contact your National Agency if you need further information or support. Agence Ensurement Fortice / Belication Fortuation Play 'no remain a supergrammedimension of the supervised agencies hadre on http:
This is a system generated message from Mobility Tool. Please da nat suply.

Project Update

When the project data has been updated in MT+, a similar message to the one below will be sent to the project contact. The project contact is indicated as the **Preferred contact** in MT+ and can be changed to another contact of the beneficiary organisation.

From: replies-will-be-discarded@ec.europa.au [mailto:replies-will-be-discarded@ec.europa.eu] Senti Monday, December 07, 2015 1:09 PM To: Be Subjects Mobility Tool - Project update / Dear Ben. Your project has been updated in Mobility Tool with new information on 07-DEC-15 Project details: EC Project Number: 2014-1-UK01-KA201-000229_4 National Project Number: 28020673 Project title: Once upon an Erasmus Tale (Traditional Arts and Languages across Europe) Be aware that the changes appear in the Mobility Tool for information only. It is your responsibility to adapt the project information in accordance with these changes, if necessary. Please contact your National Agency if you need further information or support. Agence Erasmus+ France / Education Formation This is a system generated message from Mobility Tool. Please do not reply.

Menu and Navigation

• Home page.

- <u>Change the language of the interface.</u>
- Difference between the menu for KA1 & K3 and for KA2.
- <u>Return to the home screen.</u>

Home page

Explanation and illustration

Once logged in to the tool:

- 1. The home page is displayed.
- 2. A brief definition of the Mobility Tool is displayed.
- 3. Another sub-window allows you to quickly consult the Mobility Tool Guide for Beneficiaries.
- 4. The objective of this section is to provide an overview of all projects that your organisation are/were involved in. The Project List displays ongoing projects, the projects for consultation only (you have only view access to these projects), the finished projects related to Erasmus+ and Lifelong Learning programmes.
- 5. The project references are listed by the **Grant Agreement No.** Click on the reference to open a project.

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Change the language of the interface.

Explanation and illustration

The current language is displayed at the top of the window. In this case **EN** for **English**. Click on **change language**.

A pop-up window displays the possible languages to select. Note that there is only one language instance (for example: German and French).

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Difference between the menu for KA1 & K3 and for KA2.

Explanation and illustration

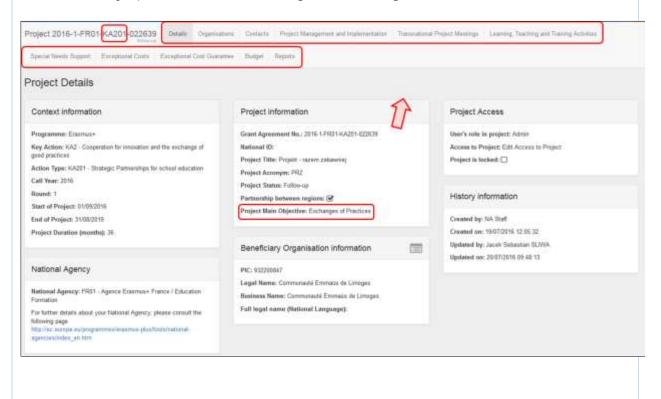
The tabs for KA1 & KA3 are different than for the KA2.

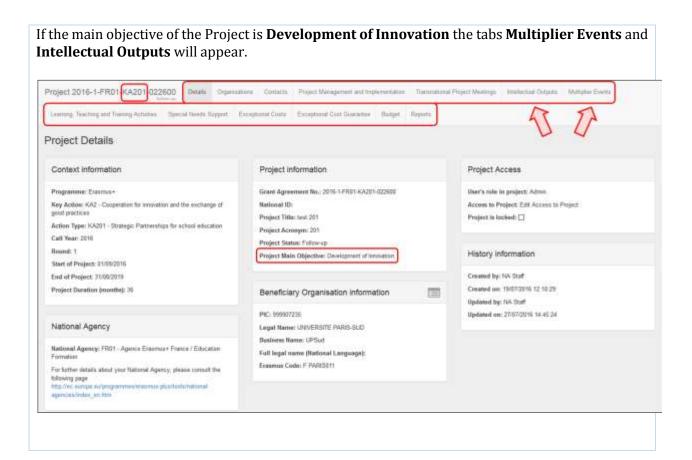
The Tabs for KA1 & KA3 are displayed in a structure that organizes the mobilities management inside the **Mobilities** tab.

The **Dashboard** entry is currently available only for KA103 and KA107 projects. As of MT+ 2.5 there is also a dashboard for VET: KA102, KA109, KA116, KA202.

Mobility tool	01 Greek State Scholarship's For	undation (IKY)	
Project 2015-1-FR01 KA107 014887	Details Deshtoord Organisation	s Contacts Mutalities Mutality Import - Export	t Budget Raports
'he Tabs for KA2 are dis	played in a structu	re that splits different ac	tivities and management
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Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available.





Return to the home screen

Explanation and illus	tration				
Return to the home scr	reen by clicking on	the home icon.			
A home			EK stange liinguig	I ARCAS ENCLIDED	watioenstaarp 🕒 lagoul
European Commission Mobility tool	EAC Directorate-General for Educ	ation and Gulture			
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Learning Teacting and Tearing Activities S	pectal Needle Support - Exceptional Costs	Exceptoral Cost Gametee Burge	Reputs.		
European Commission Mobility tool Project 2015-1-PL01-KA201-016343	3 Details Organisations Contacts	Project Management and Implementation	Transmittanul Project Mentrica		

List functionalities

This page explains the common list functionality that are seen throughout MT+, for example the Organisations and Contacts tabs. The icons used to sort or export the list remain the same for each screen as well as the icons to edit, delete and view the list item.

- <u>Search.</u>
- <u>Selection</u>.
- Export.
- <u>View.</u>
- <u>Edit.</u>
- <u>Delete.</u>
- Back to list.

Search.

In order to find information quickly in each tab of the menu, type, for example, the name of the organisation in the **Search** field.

The result will appear in the list.

Search			
Szkola Podstawows im Henryka Sienkiewicza w Obiegoniu			
P (Note: 1)			
Szkola Podstawowa im. Henryka Sienkiewicza w Obłegorku			1
and Y (Date 1)			
e selection 🔺 Expot			
III Participating Organisation	Role	Total Amount (Adjusted)	
O Szkola Podstawowa im. Henryka Sienkiewicza w Obiegorku	Beneficiary	1,500.00 €	1
Total:		1,500.00 €	
10 25 50 100			
10 20 100			

Selection.

The Selection option allows you selecting or de-selecting all detail lines. Search Q Selection A Export C By clicking on the radio button, you can select following options: All, NONE or inverse. Q. Search @beindlen &Erpot ø WHICONDIE GROOM In the example below, the option **All** is selected. (O)4 Eaport 10 http:// 0 • 41 ONCHE OWNERS Public Role 1 Beneficiary Coordinator Partner PIC Non-profit Country Legal Name City DepartmentBody Szkola Podstawowa im Henryka ٠ × 24 947443338 × × Poland Oblegorek Beneficiary III -Sienkiewicze w Oblegorku 940853441 Vaajakummun koolu Finland . Vaajakooki Partner × ж ~ 4 4 Brittigny sur 940649450 école élémentaire Joliot-Curie France Partner . × ~ ¥ 4 Orge 942733689 RK Basisschool Bemantus Netherlands Saasveid Partner ٠ × 4 ж 4 . × 949361796 Scnala Gimnaziala Lunca, Pascani ~ ¥ Romania Pascan Partner ~ 942254606 CEIP Ciudad de Valencia Spain Madrid Partner × ~ 4 ~ 942367611 Akraskulari Sweden Sala Partner . × × 4 × United 948378216 Three Legged Gross First School Wintowe Coordinator III ٠ U, 34 -~ Kingdon 10 25 50 100 Depending on the tab, where you select data, the button **Delete records** appears. @ selectore O A Expot C AL CHOIE Otherse > Delete 2 records # Legal Name No. of Participants With Special Needs Total Cost Description Szkola Podstawowa im. Henryka Sienkiewicza w Obleguiku 四/白 . 2 Special needs asked. 100.00 € Szkala Podstawowa im. Henryka Sieninewicza w Oblegorku 1 Special needs 50.00 € m / B . Total: 150.00 ft 10 25 50 100

Export.

The **Export** button allows you exporting your selection and choosing a format amongst the three following options: PDF File, XLS file or CSV file. @ selection () & Export C @// Q107E @JMITH 🕀 selector 👩 🛦 Export 0 Beneral Balan Down In the example below the **PDF File** format has been clicked. @ assaction O A Expert C GPOFFIE GALLER GLODVER A pop-up message will appear allowing you to open the pdf file. Opening organisation.pdf * You have chosen to open: 7 organisation.pdf which is: Adobe Acrobat Document from: http://cf9eact1.cc.cec.eu.int:6086 What should Firefox do with this file? Open with Adobe Reader (default) • Save File Do this automatically for files like this from now on. OK Cancel

View.

To view the details of a line, click the view icon.

ш	Meeting 1D	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
0	03503- TPM-00001	TPM 1	09/05/2015	26/11/2015	Słowinzyszenie Medzynarodowej i Miedzybałtarowej Wymieny ANAWOJ	Poland	Michałowe	15	10,475.00 €	9,200.00 € 🥅 🖉 🗇
Total	i)							15	10,475.00 €	5,250.00 €

Edit.

To edit the details line, click the pencil icon.

ш	Meeting 10	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
0	03503- TPM-00001	TPM 1	09/05/2015	26/11/2016	Stowarzyszenie Miedzynarodowej i Miedzykułturzwej Wymiany ANAWOJ	Polant	Michaelwe	15	10.475.00 €	9,200.00 €	
Total	0							15	10,475,00 €	9,280.00 €	

A window showing details will open. Here the fields can be edited.

Meeting (D		Monting Title			
03803-TPM-00001		TPM 1			
Project Duration					1446.00
Start Date		End Date			
08/05/2015		26/11/2015			
Receiving Organisation	Receiving Country		Receiving City		
Stowarzyszenie Miedzynarodowej i Miedzykutturowe	Poland		Michalowo		
				Cancel	Nothing to save

Delete.

To delete the details line, click the bin icon.

iπ	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	(Calculated)	Total (Adjusted)	
0	03503- TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowiezyszenie Medzynarodowej i Miedzytwistowej Wymiany AbkWOJ	Poland	Michałowe	15	10,475.00 €	9,200.00 €	-/8
Total	0							15	13,475,00 €	9.200.00 €	

Back to list.

In order to get back to the list of details, click the **back to list** button.

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You will be redirected to the list of detail line(s).

ш	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
0	03503- TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Medzynarodowej i Miedzykałtarowej Wymiany AtlAWOJ	Poland.	Michatowe	15	10.475.02 €	9,200.00 € 🕅 🖋 🗎
Total	ų							15	10.475.00 €	9.200.00 €

Project Details

- <u>"Project Details" page.</u>
 <u>Changes to "Project Details".</u>

"Project Details" page.

Explanation and illustration

Once you click on the project's **Grant Agreement No** from the Project List menu, a new screen will open displaying the **Project Details**.

The key details of the project are structured in the following fields:

Context information, National Agency, Project information, Beneficiary Organisation information and **Project Access**. The screen also presents **History information**, giving details of the creation of the project in MT+, last update and person (or system) that updated the project last.

Note that the **Project Details** content is quite similar for all key actions, with some action specific fields. However, the project tabs for KA1 & KA3 are different than for KA2 projects.

Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available. These tabs will only be available for a project whose main objective is **Development of Innovation** (see Menu and Navigation).

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Changes to "Project Details".

Explanation and illustration

The project details such as: the **Project Title**, the **National ID**, the **Start** and **End of Project** cannot be changed in the tool. To request changes to these project details, please contact your National Agency.

It is possible to add and remove **Contacts**, **Mobilities** and **Participants**, as well as to edit the current **Budget** information. See more information about editing details in various **How-to** pages of the guide.

How to read the Project Dashboard (HE and VET projects only)

The project dashboard is only available for HE (KA103 and KA107) and VET (KA102 and KA116) projects. Please, note that for 2016 projects only those mobilities that are completed (not in draft) are included in the statistics on the dashboard. Project 2016-1-FR01-KA103-022590 Details Details Details Conscis Mobilities Mobility Import - Export Redget Reports Dashboard Project 2016-1-FR01-KA103-022590 Details Details Details Conscis Mobilities (fotal) Export - Export Redget Reports Top Partners State (State) State (State) (S

- View Dashboard for "Project".
- View Dashboard for "Students".
- View Dashboard for "Staff".
- View Dashboard for VET "Learner".
- <u>View Dashboard for VET "Staff".</u>

View Dashboard for "Project".

Explanation and illustration

The **Project** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners.
- Number of Mobilities (Total).
- Status of Mobilities (Total).
- Budget Mobility Grants (Total).
- Budget Mobilitiy Grants per Mobility Status (Total).
- Total Duration (HE Student / VET Learner).
- Average Duration (HE Student / VET Learner).
- Total Duration (Staff).
- Average Duration (Staff).
- Number of Participant Reports (Total).

- Number of Participant Reports (Total Expected).
- Number of Participant Reports (Total invited).

Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculated.



View Dashboard for "Students".

Explanation and illustration

The **Student** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Students).
- Status of Mobilities (Students).
- Budget Mobility Grants (HE Student).
- Budget Mobility Grants per Mobility Status (HE Student).
- Total Duration (HE Student).
- Average Duration (HE Student).
- Number of Participant Reports (HE Student).
- Number of Participant Reports (HE Student Expected).
- Number of Participant Reports (HE Student Invited).

Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculated.

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View Dashboard for "Staff".

Explanation and illustration

The **Staff** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Staff).
- Status of Mobilities (Staff).
- Budget Mobility Grants (Staff).
- Budget Mobility Grants per Mobility Status (Staff).
- Total Duration (Staff)
- Average Duration (Staff)
- Number of Participant Reports (Staff).
- Number of Participant Reports (Staff Expected).
- Number of Participant Reports (Staff Invited).

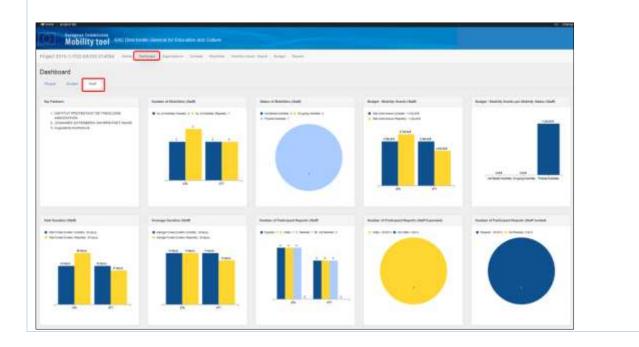
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate



View Dashboard for VET "Learner".

Explanation and illustration

The Learner details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (VET Learner).
- Status of Mobilities (VET Learner).
- Budget Mobility Grants (VET Learner).
- Budget Mobility Grants per Mobility Status (VET Learner).
- Total Duration (VET Learner)
- Average Duration (VET Learner)
- Number of Participant Reports (VET Learner).
- Number of Participant Reports (VET Learner Expected).
- Number of Participant Reports (VET Learner Invited).

Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate



View Dashboard for VET "Staff".

Explanation and illustration

The **Staff** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Staff).
- Status of Mobilities (Staff).
- Budget Mobility Grants (Staff).
- Budget Mobility Grants per Mobility Status (Staff).
- Total Duration (Staff)
- Average Duration (Staff)
- Number of Participant Reports (Staff).
- Number of Participant Reports (Staff Expected).
- Number of Participant Reports (Staff Invited).

Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate

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How to manage organisations

For most key actions the organisation details can not be changed in MT+ but should follow the process of an **amendment.**

Organisation details that are entered into <u>URF (URF and Participant Protal guide</u>) should first be updated there before the National Agency will be able to adjust the details in the NAs Project Management System.

Once changes have been applied, the updated data will be sent to MT+.

The contact person of the beneficiary or coordinating organisation will receive a notification once the updated information is sent to MT+.

- Open the list of "Organisations".
- View organisation details.
- Organisation details are not updated?.
- Edit organisation details.

Open the list of "Organisations".

From the list of tabs, click on the **Organisations** menu item.

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Exceptional Cost Guarantee Budget Reports					

The list of **Organisations** will appear.

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18	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role	
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0	ж	~	×	948378216	Three Legged Cross First School	~	-	United Kingdom	Wimbome	Coordinator	m

View organisation details.

Click on the view icon to open **Organisation Details** screen.

1	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Logal Name	Public DepartmentBody	Non-profit	Country	City	Role	-
0	~	×	×	941443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	~	ж	Poland	Oblegorek	Beneficiary	
0	ж	ж	~	940053441	Vaajakummun koulu	~	~	Finland	Vaajakoski	Partner	

Organisation details are not updated?.

The organisation details for most key actions will be updated as a result of an amendment request and should first be updated in URF and then by the NA in the NAs Project Management System.

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any Project Overvi	ew	Project Code 2014-1-UK01-KA201-000229_3	Calculated Total 41.905.00
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Edit organisation details.

For certain Key actions e.g. KA103 and KA107 additional organisation details can be **added**. These "host" organisations can be managed by the beneficiary organisation.

In this case additional icons will be present on screen to allow editing (pencil icon) or deletion (bin icon) of the organisation.

Please note that you can not delete an organisation if it is associated to a mobility or activity.

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How to manage contacts

The project contact as indicated in the application form will automatically receive an email when the project is created in the Mobility Tool+. The project contact can create additional users for the

organisations. Edit access can be given to other contacts of the coordinating or beneficiary organisation. View access to the project can also be given for KA2 projects.

Quick steps

- <u>1. Click the project reference.</u>
- <u>2. Click the "Contacts" menu item.</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details</u>
 - 4.1. Select the organisation.
 - <u>4.2. Allow access to project?</u>
 - 4.3. Indicate as "Preferred Contact"?
 - <u>4.4. Indicate as "Legal Representative"?</u>
 - 4.5. Contact details are the "Same as Organisation"?
- <u>5. Click on "Save".</u>
- <u>6. Click on Delete icon.</u>

Detailed steps

1. Click the project reference.

Click on the project reference to open a project.

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Grant Agreement No Na	tonal ID ther's rule in project beneficiary data Accass to Project).	Mobility Topi is the system for the management of mobility projects that received are EU grant under the Urlefong Learning and Ensample programmes. The Topi is developed by the European Communion for you, at beneficianes of these projects.	
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2. Click the "Contacts" menu item.

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Call Year: 2014 Round: 1 Seart of Project: 01/05/2014 End of Project: 01/05/2017	Project Acronym: TALE. Only Schools: St			
Project Duration (months): 30	Beneficiary Organisation Information			
National Agency	Coordinator: 🖸			
National Agency: PED1 - Foundation for the Development of the Education System For further details about your National Agency, please costail the following page http://lick.armsp.eo/programmes/watemus-plantocky matemail.agences.minkee.extem	Legal Name: Sztuta Fodstawowa m. Henryka Sienkowcza w Otfegorku Businese Name: 2PO Okłegorsk Fulf legal name (National Language):			

The list of contacts appears. The full list of project contacts as entered in the application form will be entered here.

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3. Click the "+Create" button.

To add a new contact click on the **"+Create"** button and complete the contact details.

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4. Fill in the details.

4.1. Select the organisation.

Select the organisation from the drop down list. This will affect the check boxes that are active.

The **Legal representative** check box is not active for the beneficiary organisation. Only once the contact is indicated in the NAs Project Management System as a legal representative, the box will be checked.

Contact Details		
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Telephone 2		
Contact Comments		
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4.2. Allow access to project?

Depending on the organisation you select, several **Access to Project** options (check boxes) may be available. Check the box the option to allow the contact edit or no access to the project details in MT+.

For KA1 and KA3 projects, it is only possible to allow contacts of the Beneficiary organisations edit access.

For KA2 projects (excluding those as indicated as schools only) a contact from a participating organisation may be provided access to view the project but will not have access to edit the project details.

For KA201 indicated as schools only the participant organisations contacts can be given access to view the coordinator's project. The contacts from the coordinating organisation can be given access to view all participating organisations' projects.

parti participating organisations' projects.

4.3. Indicate as "Preferred Contact"?

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the

beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in EPlusLink and resubmitted to MT+ by the National Agency. By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary contact person in MT+.

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4.4. Indicate as "Legal Representative"?

Please note that the legal representative details can not be adjusted in MT+. To adjust the legal representative details please follow the **amendment** process.

Legal representative check box is not active. Only once the contact is indicated in the National Agency's project management system EPlusLink as a legal representative will the box be checked.

4.5. Contact details are the "Same as Organisation"?

Click on "Same as Organisation" to copy the organisation address and phone details to the contact's details.

Legal address	Country	
ul. Gimnazjalna 15	Poland	•
tegion	P.O. Box	
Świętokrzyskie	 Strawczyn 	
Post Code	CEDEX	
26-067		
City	Telephone 1	
Oblęgorek	+48413030429	
Felephone 2		
Contact Comments		
		Cancel Save

4.3. Indicate as "Preferred Contact"?

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in the NAs Project Management System and resubmitted to MT+ by the National Agency. By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary contact person in MT+.

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ш	PE.	Logal Name	Contract Print Name	Exotert Last Name	Department	Proting	Enal	Talaphone 1	Bentulary	Contrato	Logal Representative	Rusered Certeer	
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4.4. Indicate as "Legal Representative"?

A Please note that the legal representative details cannot be adjusted in MT+. To adjust the legal representative details please follow the **amendment** process.

Legal representative check box is not active. Only once the contact is indicated in the NAs Project Management System as a legal representative, the box will be checked.

4.5. Contact details are the "Same as Organisation"?

Click on "Same as Organisation" to copy the organisation address and phone details to the contact's details.

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5. Click on "Save".

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und Threat and a second s	P.O. Box
Świętokrzyskie 👻	Strawczyn
Post Code	CEDEX
26-067	
City	Telephone 1
Oblęgorek	+48413030429
	Save
 6. Click on Delete icon. lick on the bin icon to delete a contact. Please note that the legal representative cannot 	ot be deleted.
lick on the bin icon to delete a contact. Please note that the legal representative canno	9
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How to manage mobilities for KA1 and KA3 projects

What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

Videos not available in pdf, word or print format

These videos add here for this chapter can not be printed. All of these videos but were made available to the National Agencies last year to be distributed via their own channels.

How to add a mobility

Length of video	Version of Tool	Comments
7min 03sec	MT+ 1.7.1	This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same. This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+. The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.

Video

URL: How to add a mobility

QR code:



How to export and import mobilities using xls or xlsx

Quick steps

- <u>1. Click the "Mobilities" tab.</u>
- <u>2. Select "Import Export" option.</u>
- <u>3. Click the "Export XLS" or the "Export XLSX" button.</u>
- <u>4. Click the "Save File" radio button.</u>
- <u>5. Click on "OK".</u>
- <u>6. Enter a name in the "File name" field.</u>
- <u>7. Click on "Save".</u>
- <u>8. Double-click to open the file.</u>
- <u>9. Update the list of Mobilities.</u>
- <u>10. Click on "Import".</u>
- <u>11. Select your document.</u>
- <u>12. Click on "Open".</u>
- 13. Check the "Import Status".
- <u>14. Click the blue hyperlink when the file is exported.</u>

Detailed steps

1. Click the "Mobilities" tab.

Click on the **Mobilities** tab of the project.

Mobility tool			share Scholarship's	Foundation (IKY)	ee] This and] [and entries] Const August 20			
Home Project List Project Details	Deshboard	Organisations	Contacts	Mobilities *	Budget Reports			
Project Details for 2015-1-FR01-KA10	7-014887			47				
Context information	Project inform	nation		Project Access				
Programme: Ecourus+ Key Action: KA1 - Learning Multity of Indontuals Action: Type: KA10T - Higher education: studient and staff robility between Programme and Planter Countries Call Year: 2015	Applying on beh Notional ID: Project Title: -	t No.: 2011-1#R01-KA1074 aff of a consortion?: 😿	214887	Unor's rolo in project: beneficiary Access to Project: Elifi Access to Project Project is bicket:				
Round: 1 Start of Project: 01/06/2015	Project Acronym			History Information				
End of Project 2105/017 Project Duration (months): 24	Beneficiary C PIC: 989859123	Irgenisation informat	ion 🗐	Created by: NA Staff Created an: 15/01/2014 11 20 48 Updated by: BCAS EAC_TRABBIG				
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2. Select "Import-Export" option.

In the drop-down list, click the **Import - Export** option.

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oject Details for 2015-1-FR01-KA107	-014887	Import - Export			
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ey Action: NAT - Learning Mobility of Indonizate	Applying on heball of a consolitors?: 🕑	Access to Project Edit Access to Project			
adian Type: KA127 - Higher education student and staff relative between Programme and Partner Countries	Maturial ID: Project Title	Project is locked:			
all Year: 2016	Project Anneque				
loured: 1	a sufficient second has -	History Information			
tast of Project 010000015					
nd of Project: 35/85/2017	Beneficiary Organisation information	Countred by: NA Staff Countred on: NA/PC/2016 11/20-46 Hystemet by: EEAS EAC, WAMBING			
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3. Click the "Export XLS" or the "Export XLSX" button.

Depending on the Excel file format, click the **Export XLS** or the **Export XLSX** button. In this case, we will click the **Export XLS** button.

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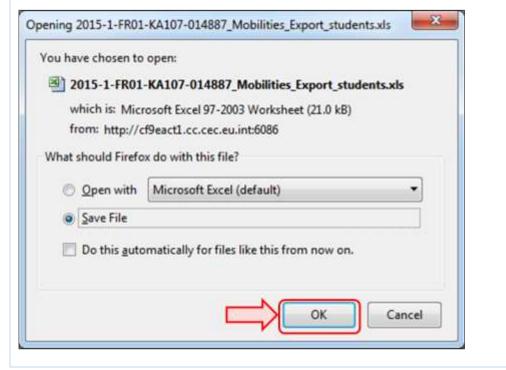
4. Click the "Save File" radio button.

A pop-up window appears. Click the **Save File** radio button.

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Do this guto	matcany for mes me this norm now on.

5. Click on "OK".

Once you have clicked the **Save File** radio button, click on the **OK** button.



6. Enter a name in the "File name" field.

Enter the name of the report in the **File name** field.

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8. Double-click to open the file.

To open, **double-click** on the file.

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9. Update the list of Mobilities.

In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the <u>How to export and import mobilities with CSV</u>. Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx nor saving as CSV. If you export as xls or xlsx the file can be saved as xls or xlsx.

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10. Click on "Import".

To import your file in MT+, click the **Import** button.

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Export Student Mobilities and the associated Organisations information	Import Status						C
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11. Select your document.

Then **select** your Excel file.

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12. Click on "Open".

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13. Check the "Import Status".

The Excel file will be automatically imported. The status details of the import is shown in the **Import Status** section.

nport - Export for 2015-1-FR01-KA107-014887					Army	hara pistak tinga
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14. Click the blue hyperlink when the file is exported.

When the file is imported, the status is 'Successfully imported X mobilities'. If required, click the blue hyperlink to open the file just imported.

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Export Student Mobilities and the associated Organisations information	Import Status			3
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How to export and import mobilities

Length of video	Version of Tool	Comments
10min 16sec	MT+1.7.1	This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same. This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+. The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.

Video

URL: How to export and import mobilities

QR code:



How to view the error log

Quick steps

- <u>1. Open your project.</u>
- <u>2. Click the "Mobilities" tab.</u>
- <u>3. Select "Import-Export".</u>
- <u>4. Click the "View Error Log" button.</u>
- <u>5. Click the error lines.</u>
- <u>6. Click the "Close" button.</u>

Detailed steps

1. Open your project.

Open your project by clicking on the reference number.

Mobility to	ol	HUI Cre	A States Schemarsbey's Decodations DRVy
Hume Project UII Velcome ECAS EAC	TRAINING		
Erasmus+			About the tool
Grant Agreement No	National 40	User's role in project	Mobility Tool is the system for the management of mobility projects that received as EU grant under the
THE OWNER AND ADDRESS OF	2	constituator (View Access to Project)	Lifetong Learning and Example + programmers. The Tool is developed by the European Commission fail
with one allow monthly		parties (view Access to Project)	you, as hereficiaries of these projects.
COLUMN TO AND ADDRESS OF \$10000		Interfectory (bill Arcess in Project)	in the Mutuility Tool you will be able to provide all the information on your projects, objectify participants and
2012-1-0801-KA102-014843)	heneticiary	mobilities, complete and option budget information generate and follow-up participant reports and
SHIT I THE AND IN TANK IN	1	committee of these Accesses to Projection	generate and subtract your own reports) to your National Apercy.
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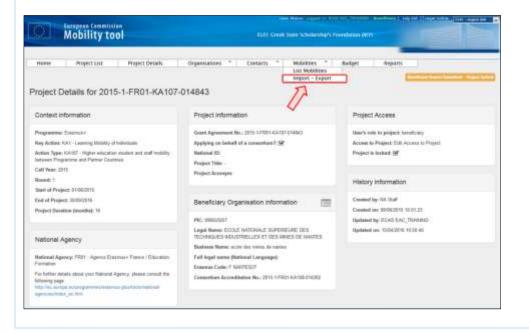
2. Click the "Mobilities" tab.

Click on the tab or on the arrow of the Mobilities tab, to expand the menu.

Mobility tool	101 Crest Sec Schemeney's Fer	
Here Project Las Project Details Project Details for 2015-1-FR01-KA107-		Rodget Rayners
Context information	Project information	Project Access
Programme: Exercise Rep Admin (677) samming Balding of Indianami Admin Programme and Parties Country and subfly to before Programme and Parties Country. East Name 2011	Grant Agreement No. 2014;17(14);14(11):11(1) Agelying on local of a connection? SP National ID Project Take - Privat Agreemen	How's with the property Servicines Assesses to Property Services to Property Property Intended Of
Rearest 1 Start of Property 2010/2010 End of Property 2010/2010	Beneficiery Organisation Information	History Information Counted by 10.1107
Project Newslag (19	AVC. THERE AND A RECEIPTION OF A REPORT OF	Crownel day Ministry to IN 21 Myddawd Ny, FCNS Crot, Weddinis Myddawd aw, TCALUMM, TCALUM
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Transfere Tyr Softwarts, Brind ynw Frideriol, Ngersy, pilwer oanol Per Marine (1994) Mal Ne Groek water generalen water de arteste water de generalen de je fen	Disense Code: 715472237 Conservation Accordination No. 2015 (1980) (2014) (2016)	

3. Select "Import-Export".

Select the Import-Export option.



4. Click the "View Error Log" button.

In the Import Status zone, click the View Error Log blue button.

A pop-up window will appear with:

- 1. The reference number of the project in the header and the total number of errors.
- 2. The error details lines with the number of the error found.

ort Student Mobilities and the associated Organisations imalian	Import Stat	is.				0
figer City Booking Blooking	import flate-	keport Type	Die .	Ter	his :	itana 👖
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	1 100	-	and white we are	Sylvin Roy	-	The surface in particular in the surface in the
2015-1-FR01-KA107-014843)					
Mandatory field not provided						

5. Click the error lines.

Click on the first error line to see the error details and the custom messages. To close the details, click again on the first error line or click the second error line.

Note: when the first error line is clicked, it is not possible to click the next error line at the same time. You are only allowed to open one at a time.

In the example below, two errors have been detected. Those two organisations are not allowed to be a sending organisation for this mobility.

2015-1-FR01-KA107-014843		0
Mandatory field not provided		
		Öne
2015-1-FR01-KA107-014843		0
Mandatory field not provided		
Error details	Custom Message	
Cell Number: D3 - Column Name: Type of staff training - Nobility ID 1.	4651-MOB-00011	
Participant First Name: Yuranna - Participant Last Name: MARTIN		
Participant First Name: Yuraana - Participant Last Name: MARTIN Cell Number: MD - Column Name: Category of Staff - Mobility (D: 1465	15-MOB-00011 -	
Participant First Name: Yuraana - Participant Last Name: MARTIN Cell Number: MD - Column Name: Category of Staff - Mobility (D: 1465	1-MOB-00011 -	
	H-MOB-00011 -	

	1
Custom Message	
	Custom Message

How to read the error log

Length	Version of Tool	Comments
5min	MT+1.7.1	This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same. This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.
		The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.

Video

URL: How to read the error log

QR code:



How to work with CSV

Length	Version of Tool	Comments
6min 24 sec	MT+1.7.1	 This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same. This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+. The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.

Video

URL: How to work with CSV

QR code:



What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

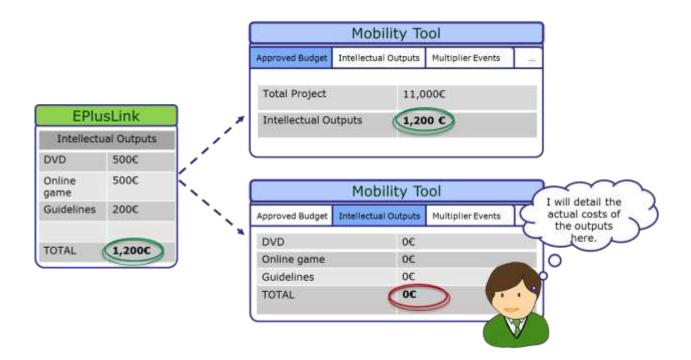
Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available. These tabs will only be available for a project whose main objective is **Development of Innovation** (see Menu and Navigation).

Project Data

When the project is created in MT+, project information is populated under the various tabs, such as organisations and contacts. The budget approved can be viewed from the budget tab. Details of the activities for Project Management and Implementation (PMI), Intellectual Outputs (IO), Multiplier Events (ME) and Learning, Teaching and training activities (LTT) are listed but do not contain the cost values for

these activities. These items can be edited under the respective tabs. These items may be updated by the National Agency as a result of Amendment request or check of grant beneficiary.

Most cost values are calculated automatically in these screens after the number of participants or distance band is entered.



The "Central Rates Web service" is responsible for the validation and calculation of such costs as the travel grant, individual support, organisational support, linguistic support, course fees unit, all top-ups and total amounts. This allows to keep validation rules and calculation formulas harmonised across different IT systems.

Most tabs open to a list view, displaying the activities or items. In many cases, the activities when opened or edited may contain additional lists of items such as participating organisations, attendees or resources.

Likewise, when creating new items, you may notice that first the basic information such as title or location should be saved and only then will it be possible to add the list of participants or organisations.

The functionality for these lists are explained in the section **List functionalities**. How to complete the details is explained under the various **How to** pages.

Who can manage or view the project?

For KA2 projects by default the person who is indicated in the application form as the project contact of the coordinating organisation, will have access to view and edit the project details. Partner contacts may also be given view access to the project.

For KA201 indicated as schools only, the organisations contacts may have view or edit access to their projects and view access to the coordinators project. The coordinating organisation's contacts may have view access to all partner organisations.

Project Management and Implementation

The **Project Management and Implementation** screen allows to record costs for project management activities such as: planning, finances, coordination and communication between partners.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Click on the Project Management and Implementation tab.</u>
- <u>3. Select the participating organisation.</u>
- 4. Click on the pencil (Edit) icon and enter the Total (Adjusted) amount.
- <u>5. Click on the save icon.</u>
- <u>6. Add a comment.</u>

Detailed steps

1. Click on the project reference.

From the homepage click on the project reference to open the project.

European Commission Mobility tool	use EL01 Greek State Scholarship's Foundation (IKY)
Home Project List	
Lifelong Learning Programme	About the tool
Grant Agreement No. National ID 2013-1-GR1-ERA02-04900 2013-1-GR1-ERA10-04983	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.
Erasmus+ Grant Agreement No V National ID User's role in project	In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.
2015-1-PL01-KA201-01634112	x0

2. Click on the Project Management and Implementation tab.

roject 2015-1-PL01-KA201-016343 Details Org	initiations Contacta Project Management and implementation Tra	inanational Project Meetings - Webschall Outputs
Multiplier Events Learning, Teaching and Training Activities Sy	pecial Needs Support Exceptional Cont Acceptional Cont Guarantee	e Budget Reports
Project Details	4	
Context information	Project information	Project Access
Programme: Eratmut+	Grant Agreement No.: 2015 1-PL01-KA201-016343	User's role in project: tentficiary
Key Action: KA2 - Cooperation for imposition and the exchange of good practices	National ID: Project Title: Project Title 13032015	Access to Project Edit Access to Project Project is locked:
Action Type: KA201 - Strategic Partnerships for school education	Project Acronym: Project Acronym_13032015	Ludars is jorgen [1]
Call Year: 2015	Partnership between regions: 🕑	History Information
Round: 1		risery mornation.
Start of Project: 01/09/2015	Beneficiary Organisation information	Created by: NA Staff
End of Project 01/08/2018		Created on: 18/03/2016 15:46:10
Project Duration (months): 36	[GR1-EN0_PIC: 963132300	Updated by: NA Staff
	Legal Name: Hitorrizu	Updated on: 18/03/2016 15 45 15
National Agency	Basiness Name: Hitorizu	
(acciliance)	Full legal name (National Language):	
National Agency: PLDT - Foundation for the Development of the Education System		
For further details about your National Agency, please consult the following page		
http://ec.macpa.eu/programmes/elasmus-plus/teo/s/national- agencies/index_en.htm		

3. Select the participating organisation.

Select the organisation for which the PMI costs are being allocated.

This section contains information about the contributions to the participating organisations' activities such as project management (planning, finances, coordination and communication between partners, etc.) according to the specific project contracted duration.

All additional information will have to be added by editing the selected PMI item. The total approved amount for this item can be viewed at the bottom of the screen and in the budget summary screen.

The total adjusted amount for all organisations should not be greater than the approved amount.

For school to school only projects only the beneficiary organisation will be listed here.

Image: Participating Organisation Role Total Image: Participating Organisation Bendiciary 0.00 € Image: Participating Organisation Image: Participa	kał(A)				2
O Hismatu Benificiary 0.00 € P O MAVERSIDAD COMPLITENSE DE MADRID Partner 0.00 € P O UNIVERSITAT AUTONOMA DE BARCELONA Partner 0.00 € P O UNIVERSITAT AUTONOMA DE BARCELONA Partner 0.00 € P O UNIVERSITAT DE BARCELONA Partner 0.00 € P UNIVERSITE DE LIEGE Partner 0.00 € P UNIVERSITE DE LIEGE Partner 0.00 € P Total Total 25.001.00 € P	A CONTRACTOR OF	A Loost			-
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Universitieit cent Patrier 21 001.00 € Total 25.001.00 €	o M	UNIVERSITAT DE BARCELONA	Patner 0.00 €	1	
Teta/ 25.601.03 €	11	UNIVERSITE DE LIEGE	Partner 0.00 €	1	
		UNIVERSITEIT GENT	Patner 25.001.00 €	1	
10 25 50 100	Tol	w/	25.001,03 E		
10 62 50 100	40 90	20 100			
	10 25	50 100			

4. Click on the pencil (Edit) icon and enter the Total (Adjusted) amount.

Enter manually the total PMI contribution to the activities of the specified organisation:

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a series a	A fourt		c
	Participating Organisation	Role	Total
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0	UNIVERSIDAD COMPLUTENSE DE MADINO	Parene	0.30 4
0	UNIVERSITAT AUTONOMA DE BARCELONA	Partoen	Click the pencil icon to ed
0	UNIVERSITAT DE BARDELONA	Pattar	0.004
0	UNIVERSITE DE LIEGE	Partner	0.00 4
	UNVERSITET GENT	Patrier	25.001.80 €

	Participating Organisation	Robe	Total
0	Hitamiau	Banaticiary	0.00 €
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Patroe	1.11 €
o	UNIVERSITAT AUTONOMA DE BARCELONA	Platrwe	Enter the amount
0	UNIVERSITAT DE BARCELONA	Padroer	
o	UNIVERSITE DE LIEGE	Patrix	8.00 K
	UNIVERSITEIT GENT	Pathw	C (2)

5. Click on the save icon.

	Participating Organisation	Role	Total
0	Hisoniza	Beneficiary	0.00 €
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Pattoer	0.00 €
o	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	
0	UNIVERSITAT DE BARCELONA	Partner	Click the save icon
0	UNIVERSITE DE LIEGE	Partner	0.00€
•	UNIVERSITEIT GENT	Partier 23500	E D
1	Total.		25.001,00 K

Data successfully saved

	Participating Organisation	Role	Total
0	Hiterrize	Beneficiary	0.00 €
0	UNIVERSIDAD COMPLUTENSE DE MAORIO	Patter	0.00 €
0	UNIVERSITAT AUTONOMA DE BARCELONA	Patter	0.00 €
0	UNIVERSITAT DE BARCELONA	Patter	0.00 €
0	UNIVERSITE DE LIEGE	Partner	0.00 €
o.	UNIVERSITEIT GENT	Padaw	23.500.00 €
3	Foshid	Data successfully saved	23,500,00 €

6. Add a comment.

Add a comment if the amount is different than the total calculated amount taking into consideration the maximum allowed amount. Click on **Save**.

9 selection	& Esset			
	Participating Organisation	Rule	Total	
0	Hitanicu.	Beneficiary	0.00 e	1
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 e	1
0	UNIVERSITAT AUTONOMA DE BARCELONA	Pather	0.00€	1
0	UNIVERSITAT DE BARCELONA	Partner	0.02 €	1
5	UNIVERSITE DE LIÉGE	Partner	0.02 €	1
	UNIVERSITEIT GENT	Partner	23 500.05 €	1
Ter 10 25			23.500,00 F	
			23.500,00 f	
10 25	ov 50 100	Aps)
10 25		Aps	23.500,00 f) 53.050.2
10 25	of 50 100	Aps	23.500,00 f) [23200000

MT+ KA2 Transnational Project Meetings

This page explains how to add the details for a new **Transnational Project Meeting**. Transnational project meetings are events organised by one of the project's participating organisations with the purpose of project implementation and coordination. The screen functionality allows to list the transnational project meetings, with the number of participants per meeting and its associated cost amounts also per meeting.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Open the "Transnational Project Meetings tab".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the meeting details.</u>
- <u>5. To save the details and to add participants, click the "Save" button.</u>
- <u>6. The participants section appears.</u>
- <u>7. Click the "+Create" button to add a Participants Form.</u>
- <u>8. Fill in the details.</u>
- <u>9. Click the "Save" button.</u>
- <u>10. The "Participants" list appears.</u>
- 11. Click on "Back to list" to return to the previous screen.
- <u>12. Click the edit icon.</u>
- <u>13. Click on delete icon to delete.</u>

Detailed steps

1. Click on the project reference.

From the homepage of Mobility Tool click on the project reference to open the project.

Mobility tool	Unit Greek Steel Scholanihop's Freedomen (41)
Hare Majett UK	
Velcome ECAS EAC_TRAINING	
Lifelong Learning Programme	About the tool
Grant Agreement No National ID	Multility Tool is the system for the management of mobility projects that verywell
2010-1-CR1-98A02-04900	an IU grant order the Lifeborg Loanting and Elaborati- programmers. The You's developed
SILIT-L-CEL-ERVIG-DART	By the Exempted Commission for you, as beneficiaries of these projects.
	In the Mobility Tool you will be able to provide all the references or year presents, identify
Erasmus +	participants and molalities, complete and update budget information, generate and fulfuse-up participant regions and generate and
Grant Agreement No. National ID. Hust's rule in project	autors we precedent reports and provide and autors your way reports to your functional . Agency.
Interneticary (fully Access to Project)	

2. Open the "Transnational Project Meetings tab".

The **Transnational Project Meetings** or TPM's entered into the NAs Project Management System will not appear in this list, on project creation and will not be updated. The total approved for TPMs can be viewed under the Budget tab.

These entries will have to be added along with the number of attendees and total cost for each meeting. The attendees numbers should be grouped according to the travelling distance or **distance band** and costs.

If the project is a "KA201 - Strategic partnerships for school education" flagged as "Only schools?" the sending organisation is always the Beneficiary Organisation.

Project Management and Implementation Transmational Project Meetings Intellect Mobility tool EAC Directorate General for Education and Culture	ctual Outputs
togiect 2014-1-UK01-KA201-000229_3 Details Organisations Contacts Project Metagement and Implementation Transportation Project Meetings Multiplet Events Learning Teaching and Tearing Accesses Especial Neetin Target Exceptional Costs Esceptional Cost Descention Studget Reports	Selector Ocpets
ransnational Project Meetings	+ Om
beech	
G services	

3. Click the "+Create" button.

To create a new meeting indicating its specific objectives within the more general purpose of project coordination and implementation, click on the **+Create** button.

roject 2014-1-UKD1-KA201-000229_3 Detail	e Organizationa Contact	ta Project Mariage	errent and implomentation	Turnining	Peqact Mastings	Intellectual Chilpens
Multiplier Events Learning Teaching and Training Activities	Special Needs Support	Exceptional Costs	Esceptional Cost Guarante	e i boye	Reports	
ransnational Project Meetings						+ creat
Search					Click the	"+Create" button
@ selector						0

4. Fill in the meeting details.

Complete the details (blank fields) as applicable for the meeting.

Add a meeting title, select the receiving organisation (receiving country and receiving city will be filled in automatically) and change the start date and the end date. The meeting must fall between the project start and end date indicated on the **Details** tab.

For **S2S** projects the sending organisation can only be the beneficiary organisation.

After filling in all the mandatory fields the "Cancel" and "Save" button will appear.

The receiving organisation cannot be the same as the sending organisation in a given meeting. An exception is made in the following case:

The receiving organisation is allowed to also send their own participants and pay them for travel expenses if the travel distance is at least 100 km (>= 100 km).

Weeting (D		Meeting Title			
229_3-TPAI-00001		Conference			
toject Daration		 	_		31983
tart Dalle		End Date			
04/11/2015		04/11/2018			
incurving Organization	Receiving Country			Receiving City	
Szkola Podstawowa im. Henryka Bienklewic:	Paland			Oblegorek	
			. 1997 .		

5. To save the details and to add participants, click the "Save" button.

Transnational Project	mooniga			
Reeting ID		Sleeting Title		
E29_3-TPM-00001		Conference		
Project Duration				2+08/30
Mart Date		End Date		
04/11/2016		04/11/2015		
Receiving Organisation	Receiving Country		Receiving City	
Sckola Podstawowa im. Henryka Sienkiew	ie: • Poland		 Oblegarek 	
			Click the "Save	e" button
				Cancel

6. The participants section appears.

The section **"Participants"** appears. From this list you can create a new entry for a participant or group of participants. The participants should be grouped according to the distance band.

Transnational Project Meet	ings				
					or
etting ID			Meeting Title		
229_3-TPM-00001			Conference		
oject Duration		_			31.0
et Data			Ered Date		
04/11/2015		=	64/11/2018		
caiving Organisation	Receiving Country			Receiving City	
Szkola Podstawowa Im. Henryka Sienklewic	Poland		1	Oblegorek	
articipants					+ 0=
Search					
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Contraction of the second se					

7. Click the "+Create" button to add a Participants Form.

To create an attendance list including a clear identification of all attendants for each meeting, click the **+Create** button.

lepods					
Transnational Project Meet	ings				
					100000
					(FER
Mosting (1)		Mooting Title			
228_2-TPM-00001		Conterence			
Project Duration III/III/2014					31/06/2017
Start Date		End Date			
04/11/2016		04/11/2015			
Receiving Organisation	Recaining Country			Receiving City	
Szkola Podstawowa im. Henryka Sienkiewit	Poland		3	Oblegorek	
<u></u>					
Participants					+ Cmatte
Search					Q
© aniecture					Ø

8. Fill in the details.

The fields **"Sending Country" and "Sending City"** are automatically filled based on the details of the organisation selected in the meeting details.

Fill in the "Distance Band" field. If the distance band is not known, click on the Link to distance calculator.

From the moment the distance band is calculated, the **Grant per participant**, **Total (Calculated)** and **Total (Adjusted)** fields will be automatically filled.

	a second and a second		I THE REPORT OF CONTRACTORS
	itte: Conference Country: Poland	Start Date: 84/19/2016 Receiving City: Oblegant	End Date: 04/11/2015
	Fill in the	details	
Participant Form	7		
further at Partycipants		Sending Organisation	
10		Szkola Podstawowa m. Her	nryka Sienkiewicza w Oblegorku
		05205742240	
Sending Country		Sending Oly	
Poland		Obięgorek	
Destance Band Livit to Matance calculator		Grant per participant	
100 - 1998 km		• 676	
Total (Calculated)		Total (Adjunied)	
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and a second sec			

9. Click the "Save" button.

Meeting					
Meeting ID: 225 3-3748-00001 Receiving Organisation: Schola Pridstanssis in Henryka Santineaccar is Oblegmu	Meeting Title: Conference Receiving Country Poland		Than Date: 54/192015 Receiving City: Chippenii	End Date: 84/15211	
Participant Form					
Norther of Participants			tanding Organitation		
10			Sckola Podstawowa im. Henry		*
Sending Creatiny			Sanding City		
Poland			Oblegarek		
Designers Band LVA to designers calculator			Grant per participant		
100 - 1999 km		•	878		
Yorset of calculated)			Total (Adjusted)		.
\$7.50			\$758	Click the "Save" button	

10. The "Participants" list appears.

After clicking on save, you are returned to the previous window.

The newly added details appear in a line, in the participants list. Click on the create button to add additional entries for participants if required.

								¥£d
ceting ID			Meeting Title					
229_3-TPM-00001			Conference	0				
roject Duration							21	186/2
lart Date			End Date					
04/11/2015			04/11/2015					10
eceiving Organisation	Receiving Country				Receiving City			
Szkola Pódstawowa im. Henryka Sienkiewic 👻	Poland			191	Oblęgorek			
	Poland			1	Oblęgorek		+cr	eat
Szkola Podstawowa im. Henryka Sienkiewic	Poland			T.	Oblegorek		+0	c
Szkola Podstawowa im. Henryka Sienkiewic 🔹 Participants Bearch	Poland articipants line	appears	in the list.		Oblęgorek		+0	
Szkola Podstawowa im. Henryka Sienkiewic • Participants Bearch		appears Sending City	in the list. Distance Band	Grant per participant	Obięgorek Totał (Calculated)	Total (Adjusted)	+0	c
Szkola Podstawowa im. Henryka Sienkiewic Participants Bearch @ stimuter of	articipants line Sending Country	Sending	Distance Band	Grant per participant	Total			0

Transnational Project Meet	ings							
								C≇ Ed
leeting ID			Meeting Title					
229_3-TPM-00001			Conferenc	e				
Project Duration								31/08/2
start Date			End Date					
04/11/2015			04/11/2015					f
ecolving Organication	Receiving Country				Receiving City			
eceiving Organisation Szkola Podstawowa im. Henryka Sienkiewic 🔻	Receiving Country Poland			÷	Receiving City Oblegorek			
Szkola Podstawowa im. Henryka Sienkiewic 👻				v	1 martin and a second		ŀ	Creat
ecceiving Organisation Szkola Podstawowa im. Henryka Sienkiewic - Participants Search					1 martin and a second		-	Creat
Szkola Podstawowa im. Henryka Sienkiewic		appears	în the list.		1 martin and a second		E	
Szkola Podstawowa im. Henryka Sienkiewic	Poland	appears Sending City	in the list. Distance Band	• Grant per participant	1 martin and a second	Total (Adjusted)		(
Szkola Podstawowa im. Henryka Sienkiewic	Poland articipants line Sending Country	Sending	Distance Band	Grant per participant	Oblęgorek		+	c C

12. Click the edit icon.

If you require to make changes click on the pencil icon to edit.

-13										1212/0
-	i har							Chi	k the edi	Licon.
	Heeting ID	Beeting Title Start Data	End Date	Receiving Organisation	Receiving Cos	utryBacations Cit	yNumber of Partic	Spands Total (Calculated)Te	dal (Adjamed)	Y
	229_3-TPM.00001	Certennex 64/11/2010	34/10/011	Sztola Podstawewa in. Henyka Sierliewicza w Oblegoriu	Potent	Ottegreek	10	1.700.00 €	1,710.00 €	E /
ŧ.	l.						11	8,750.00 ť	6,750.00 E	
2	21 50 100									
-	21 50 100									

13. Click on delete icon to delete.

If you require to remove an entry, click on the dustbin icon to delete it. To view without editing click on the view icon.

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b palection			Cli	ck the delete ic	on.
	12 80 8		r of Participants Total (Calculated)	fotal (Adjusted)	5
Meeting ID Meeting Title Start Date End Date Receiving Organisation	Receiving Cou	ntry keceiving Citynumber			
Meeting ID Meeting Title Start Date End Date Receiving Organisation 0 229_3-TPM-00001 Conference 04/11/2015 Szkola Podstawowa im. Henryka Sienkiewicza w		Obięgorek 10	5,750.00 €	5,750.00 €	1

Intellectual Outputs

This page explains how to manage the list of **Intellectual Outputs** in MT+. Intellectual outputs represent the project's tangible results such as curricula, pedagogical materials, open education resources (OER), IT tools, analyses, studies, methods and others.

The screen allows the beneficiary to list the project's exact set of realised intellectual outputs. It also allows to detail the cost of their production, according to the different types of resources required to produce it.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Open the menu item "Intellectual Outputs".</u>
- <u>3. Click on "+Create".</u>
- <u>4. Complete the details of the new Intellectual Output.</u>
- <u>5. Click on "Save".</u>
- <u>6. Click "+Create" to add the organisation details.</u>
- <u>7. Select the organisation and complete the details.</u>
- 8. Click on "Save".
- <u>9. View the organisation's cost.</u>
- <u>10. Edit an Intellectual Output.</u>
- <u>11. Delete an Intellectual Output.</u>

Detailed steps

1. Click on the project reference.

From the homepage click on the project reference to open the project.

elcome to Mobility Tool+					
About the tool	My ongoing projects				
Abbility Tool is the system for the management of Mobility od/or Pathennings projects that received an EU grant under	Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
he Lifelong Learning and Eriatmus+ programmes. The Tool is eveloped by the European Commission for you, as	2014-1-FR01-8(A201-002364	partner	87,260.00€	9.545.00 €	21/01/2616 18:21:20
emeticizates of these projects. In the Mobility Tool you will be able to provide all the	2014-1-FH01-KA201-008555_1	beneficiary	83.785.00 €	53,728.00 €	25/01/2016 11:44:32
normation on your projects, identify participants and mbilities, complete and update tudget information, generate	2014-14.801-KA201-000229_4	coordinator	39,685.00 €	51,413.00€	07112/2015 14:07 18
ed follow-up participant reports and generate and submit your wn report(s) to your National Agency.	2015-1-F#01-KA107-014843	target	425,507.00€	74,750.00 €	24/05/2016 12:59:24
un abortat es bas canaca cânera	2015-1-FR01-KA204-013204	be	35,000.00 €	0.00 €	03/05/2016 19:42:26
	2015/1/PL014KA201-016343	beneficiary	84,656.00 €	39,410,00 €	25/04/2016 17:24:45
Documentation	2015-1-PL01-KA215-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:45:45
Abbility Tool - Quide for Beneficiantes	2015-1-PL01-KA219-016330_3	beneficiary	30,200,00 €	2,070 83 €	24/05/2016 13:45:46
	10 25 50 100				

2. Open the menu item "Intellectual Outputs".

The **Details** screen appears and when the **Intellectual Outputs** tab is clicked the information entered into the NAs Project Management System will appear in this list. The amount for the different staff categories is not entered and must be added for each **Intellectual Output**, which is automatically created by the system. The total approved for the **Intellectual Outputs** is visible under the **Budget** tab.

Note, for **School to School** only the **Intellectual Outputs** for the beneficiary organisation will appear.

Mobility tool EAG Descharado	General for Education and Culture	
The second s	nations Contains Physiol Management and Indonesiation Tag and Needs Suggett - Exceptional Conto: Exceptional Cont Statements	
Context information	Project information	Project Access
Programmer, Destruct+ Key Active: VA2 - Classifiant for instruction and the exchange of good particles Active Typer (A221 - Strange Particulation for actival exchange Cell Year: 2115	Grant Agenerative No.: 2015-1-25,01464201-015283 National ID: Project Tale: Project Tale, 13332016 Project Ascenges: Project Ascenyce, 13032016 Partnership between regions: [Sf	Olear's role in project: Involution Access to Project Eat Access to Project Project is labled:
Romell 1 Start of Project; (1/89201) End of Project 01/892013 Project Datafiles (manifus) 38	Beneficiary Organisation information	History Information Created by: 187 Bat Created for: 187 Bat Updated by: 167 Stat
National Agency	Lagal Hame History Desirem Aame History Fall legal name (National Langunget)	Spolaned on: 21/02/2018 12 05-46
Relational Agency: PLDT - Fundation for the Development of the Education Dyrines. For bother details about your National Agency: places consult the following page http://www.epuge.eu/programment/commun.ph/schedulouideneil. generalacities.uml.htm		

3. Click on "+Create".

Once in the Intellectual Output tab, if a new Intellectual Output is required, click on the +Create button.

Malador Dietta Laurierg, Nacherg and Names Activities	Special Names Surport	Exceptional Conto	en and Instrumentation	enter Briget Re	gats
ntellectual Outputs					
Search					c
					c
				Approved	Budget (by National Agency)

4. Complete the details of the new Intellectual Output.

Fill in the blank fields.

The start and end dates for **Intellectual Outputs** must always be within the project duration's start and end dates as specified on the **Details** tab.

A Note:

For **2014** projects a "Output Type" field appears and "Available Media" fields are not appearing.

For **2015** projects a "Output Type" field is not appearing and "Available Media" fields are appearing.

Offput Identification	1	Output title Seminar			
	10	Permitae -			
Project Ouration 01/05/2015					61/89/20
Start Date			End Date		
01/03/2016			02/03/2016		#
Available Language 1		Available Language 2		Available Language 3	
English	•	French	•	Polish	1
Available Media 1		Available Media 2		Available Illette 3	
Software		Social Media	•	Internet	
Intellectual Output Detailed Description					
Seminar on the importance of the	raditional stories, lang	uage in a modern Europe.			
					1922 characters

5. Click on "Save".

To save the information, click the **Save** button.

Intellectual Outputs						
Crigan Montfluation		Deput tile Seronar				
Project Daration	1970					wards
that bele			and Date			
01/02/0016			42.03/2016			
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enalezzati Dutpet Deselect Resconting						
Bertinar on the importance of the	dittomet atomes, lang	uaga in a mindern Europe.				
						1912 standphr

6. Click on "+Create" to add the organisation details.

The **Intellectual Output Details** screen appears, completed with the details received from the NAs Project Management System. Click on **+Create** to add the details of the organisation.

Ovgod Meetification	Output title			
01	- Bersinar			
Project Duration Haward				production of
that hate			End Date	
81/03/2016		8	02/03/2018	
Aveilable Language 1	Aveilable Lan	gauge 2	Arafiatile Language 3	
English	- Pranch		- Pulish	1
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- second -	- Social M	and a	- Internal	
intellectual Output Detailed Description				
Sentrar on the importance of trac	otional stories. language in a mo	dem Europe.	10.0	
			To add an Organisation, click th	e "+Create" button
				$\sim -$
Orașnieștione				
Organisations				
Organisations				(* Contra
				() () () () () () () () () () () () () (

7. Select the organisation and complete the details.

Select an organisation and complete the details as applicable for the Intellectual Output.

When filling the fields for **No. Of Working Days**, both **Daily Rate** and **Total (Calculated)** fields will be filled in automatically for each Staff Category.

A Note that one and only one of the organisations within a given Intellectual Output must be flagged as "Leading".

Intellectual Outputs - Organis	ation		-
Historia	Argin	tioning!	
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8. Click on "Save".

Click on the Save button to save the data and return to the list view of the current Intellectual Outputs.

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9. View the organisation's cost.

After clicking on **Save**, the current **Intellectual Output** screen appears. The organisation's cost just entered for that intellectual output will be displayed at the bottom of the screen.

For **School to School** it will only be possible to add one line for the beneficiary organisation. To return to the list of all **Intellectual Outputs**, click on **back to list**.

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10. Edit and Intellectual Output.

To modify an Intellectual Output, click the pencil icon.

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A Note - For 2014 projects,	the column	Total (Adjusted)	appears.

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11. Delete an Intellectual Output.

To delete an Intellectual Output, click the bin icon.

ANote - For **2014 projects**, the column **Total (Adjusted)** appears.

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Multiplier Events

This page explains how to manage the list of **Multiplier Events** in MT+.

Multiplier Events are national and transnational conferences, seminars and other events organised with the purpose of disseminating the intellectual outputs produced by the project. The costs incurred in the organisation of such multiplier events can be financially supported.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Click on the menu item "Multiplier Events".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details.</u>
- <u>5. Click on "Save".</u>
- <u>6. Click on "+Create" to create the Budget.</u>
- <u>7. Fill in the details.</u>
- <u>8. Click on "Save".</u>
- <u>9. Check the "Total (Calculated)" amount and click on "Back to list".</u>
- <u>10. "Edit" a Multiplier Event.</u>
- <u>11. "Delete" a Multiplier Event.</u>

Detailed steps

1. Click on the project reference.

In the homepage click on the project reference in order to open the project.

/elcome to Mobility Tool+					
About the tool	My ongoing projects				
Abbity Tool is the system for the management of Mobility ad/or Partnerships projects that reserved an EU grant under se Lifelong Learning and Ersamus+ programmes. The Tool is	Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
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id follow-up participant reports and generate and submit your wn report(s) to your National Agency	2015-1-FR01-KA107-014843	targets	425.507.00€	74,792.00 €	24/05/2016 12:59:24
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	2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410,00 €	25/04/2016 17:24:45
Documentation	2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:45:45
foblity Tool - Guide for Beneficiaries	2015-1-PL01-KA219-016330_3	bereficiary	30,200,00 €	2,070,83 €	24/05/2016 13:45:46
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2. Click on the menu item "Multiplier Events".

The list of **Multiplier Events** is displayed. The items in the list can be edited and new ones can be added.

The list will show all **Multiplier Events**, which have been entered into the NAs Project Management System, but will not contain all details. The **Multiplier Event** item must be edited in order to add the costs and number of participants.

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3. Click the "+Create" button.

In order to create a new **Multiplier Event**, click the **+Create** button.

For school-to-school projects, only the **Multiplier Events** for the beneficiary organisation can be created.

Project 2015-1-PL01-KA201-016343 Dents Organisations Contacts	Project Management and Implementation	Transational Project Meetings	Intellectual Outputs	Multipley Evens
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4. Fill in the details.

Complete the details as applicable for the event.

For **Multiplier Events**, which are not automatically created from the NAs Project Management System, select predefined **Event Identification** codes ranging from E1 to E999 from the drop-down list.

Note that the maximum allowed amount for all **Multiplier Events** within a project is 30,000€ and that at least one Intellectual Output must be selected per Multiplier Event.

The start and end dates for an event must always be within the project duration as specified in the project **Details** tab. In case there is a need to change these dates, it should be done in the NAs Project Management System.

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Activity						
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5. Click on "Save".

To save the data, click the **Save** button.

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6. Click on "+Create" to create the Budget.

In order to create the Budget detail line for this activity, click the **+Create** button.

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7. Fill in the details.

Fill in the Organisation, Country of Organisation fields. Enter the number of Local Participants and the number of International Participants.

Grant Rate per Local Participant, Grant Rate per International Participant and Totals fields will be populated automatically.

1 Note that one and only one organisation must be flagged as Leading within each Multiplier Event.

Multiplier Events			
Activity			
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•	•	ne screen as it was for the versio tails were in the same screen.	n MT+ 2.2, for 2014 KA2 projects. Th
	•	e. All data that you have input for een adapted as explained above	r in this former release is still availab

The only missing element is the Country of Venue. Please complete this field for all Multiplier Events of your project before submit a beneficiary report.

Event identification	Event Title			
E1	• Seminar			
Event Description				
Seminar on the importance of t	traditional stories, langua	age and culture in a	modern Europe.	
Intellectual Outputs Covered				
Seminar × Seminar ×				
Project Duration 01/09/2014				31/68/2017
Start Date		End Date		
10/11/2015		11/11/2015		
Organiser		Leading?	Country of Organisation	
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BUDGET No. of Local Participants 15 No. of International Participants		100 mational Participant	Total Grant for Internat Total (Calculated)	1500 Ional Participants 3000 4500

8. Click on "Save".

Once all the details have been filled in, click on the Save button.

Activity						
Event Mentilisation: 21	Event Title: Serve	ner				
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9. Check the "Total (Calculated)" amount and click on "Back to list".

Check the Total (Calculated) amount and click on Back to list to go back to the list of the events.

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10. "Edit" a Multiplier Event.

To edit an event, click the pencil icon.

11	Event Identification	Event Tide	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue		No. of Local Participants	Grant Rate per International Participant	No. of International Participanta	Total (Calculated)	
0	E1	Seminar	Seminar on the importances of traditional stories, Language and culture in a modern Europe.	1	82/03/2016	03/03/2016		100.00 €	10	200,80 e	20	5000	
Teta	1								10		20	5000	

11. "Delete" a Multiplier Event.

To delete an event, click on the bin icon.

101	Event Identification	Event Tide	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue		No. of Local Participants	per International Participant	No. of International Participanta	Total (Calculated)	
0	El	Seminar	Seminar on the importance of traditional stories, Language and culture in a modern Europe.	,	Q2/03/2916	03/03/2016	Polant	100.00 €	10	200,80 €	20	5000	= / 🗈
Total									10		20	5000	

Learning, Teaching and Training Activities

This page explains how to manage the list of Learning, Teaching and Training Activities in MT+.

A strategic partnerships' project can optionally include transnational learning, teaching and training activities for which support for travel, subsistence and linguistic preparation can be given. These activities must be justified by the added value that they bring to the project's achievements.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Open the menu item "Learning, Teaching and Training Activities".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details.</u>
- <u>5. Click on "Save".</u>
- <u>6. Add a participant.</u>
- <u>7. Fill in the "Participant" details.</u>
- <u>8. Use the "compact view" button if necessary.</u>
- <u>9. Click on "Save".</u>
- <u>10. Click on "back to list".</u>

Detailed steps

1. Click on the project reference.

In the Home page click on the project reference in order to open the project.

About the tool	My ongoing projects				
Notify Test is the system to the management of Mobility and/or Pathemings match that inconsid an EU grant under the Lifeting Learning and Exactors requirings. This Tool is developed by the Eucasian Construction for you, as	Gravi Agreement Re.	ther's role is project	Awarded Budget	Declared Heriger	Updated on
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obility Tauf - Guide for Beneficiaries	019-1PL0564216-0400_2	continues	30.201.014	-42.846.00 €	34/05/2018 11:45:45
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	2110-11/021-0020102040	terreficiary	27.001.05.4	133,402 50 4	11/05/2016 11:44:28
	10 28 00 100				

2. Open the menu item "Learning, Teaching and Training Activities".

The **Details** page opens. When you click the **Learning, Teaching and Training Activities or LTT** tab, the list will show all **LTT**s, which have been entered into the NAs Project Management System.

These items will need to be edited in order to add the additional information of number of participants and costs.

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roject Details		Ц
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3. Click the "+Create" button.

In order to create a new Learning Teaching and Training Activity, click on the +Create button.

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tine					- 10 	(i)	0.00 €	0.00 C	1.00€	8.00.4	0.00 5		
50	25 50 100												

4. Fill in the details.

The activity section will appear. Note that the list of participants can be added only after the activity section is completed. Fill in the activity details (blank fields) as applicable.

Æ	Note - For 2014 Projects , the Field fie	eld does not appear.
		in acconor appear.

Activity				- Lor
ctivity Ro. C4	Field Youth	Activity Type Short-term training events for youth workers	-	2 (mil man regnik)
staff learning event.				
start rearring event.				
				4079 chivacters

5. Click on "Save".

To save the details of the activity, click the **Save** button. The list of participants can now be added.

Learning, Te	aching and	Training Activities			
Activity					
Activity No. C4 Description of the activity	•	Field Youth	Activity Type Short-term training events for youth workers.	•	2 Long turne to Solidy)
Staff learning event.					

6. Add a participant.

To add a participant, click the **+Create** button in the **Participants** section.

Activity				GrEat
clinity No. C4	field - Youth	Activity Type Short-term training events for youth workers	+ In Long lasers authority f	
scription of the activity Staff learning event.				
articipants				FCeale
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7. Fill in the "Participant" details.

Complete the details (blank fields) as applicable for the participants.

ANote - For **2015 Projects**, the field EU Mobility Total Grant (adjusted) has been removed.

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8. Use the "compact view" button if necessary.

If necessary, use the **compact view** button. This will reduce the screen view so that only the most relevant and mandatory fields are displayed. In order to expand the view, click again.

Note - For **2014 Projects**, **Grant not Required (Travel Grant)** and **Grant not Required (Individual Support)** check boxes do not appear. The field **EU Mobility Total Grant (adjusted)** only appears for 2014 projects.

In case the project is a **KA201 - Strategic Partnerships for school education** and is flagged as **Only schools** (or **KA219**), the sending organisation is always the Beneficiary Organisation.

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9. Click on "Save".

To save the participant details for the activity, click on the **Save** button.

Overall Comments

10. Click on "back to list".

After clicking on **Save**, the details of the participant will appear in the **Participants** list. Use the list icons in order to edit or delete the details.

To return to the list view of all Learning, Teaching and Training Activities, click on back to list.

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Special Needs Support

Participants with special needs are entitled to extra financial support within the scope of a strategic partnerships project.

Quick steps

- <u>1. Click on the project reference number.</u>
- <u>2. Click the menu item "Special Needs Support".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the "Special Needs Details".</u>
- <u>5. Click on "Save".</u>
- <u>6. Edit "Special Needs Support".</u>
- <u>7. Delete "Special Needs Support".</u>

Detailed steps

1. Click on the project reference number.

In the homepage click on the project reference in order to open the project. It will open in a new browser tab.

About the tool	My ongoing projects				
Abbility Tool is the system for the management of Mobility motor Partnerships projects that received an EU grant under he Lifelong Learning and Eratmus+ programmes. The Tool is	Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
e-veloped by the European Commission for you, an endicates of these projects.	2014-1-FR01-KA201-002364	partner	87,260.00€	3.545.00 €	21/01/2616 18:21:20
eneric carves of these projects.	2014-1-FR01-KA201-006555_1	beneficiary	83.785.00 €	53,726.00 €	25/01/2016 11:44:32
formation on your projects, identify participants and oblitions, complete and update budget information, generate	2614-14.801-8A201-000229_4	coordinator	39,685.00€	51,413.00€	07/12/2015 14:07 18
ind follow-up participant reports and generate and submit your wn report/s) to your National Agency	2015-1-FR01-KA107-014843	target	425,507.00€	74,752.00 €	24/05/2016 12 59:24
an advector of here cannot advect a	2015;1-FR01-KA204-013204	ber	35,000.00 €	0.00€	03/05/2015 19:42:26
	2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410,00 €	25/04/2016 17:24:45
Documentation	2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	34/05/2016 13:45:45
fobility Tool - Guide for Beneficiaries	2015-1-PL01-KA219-016330_3	beneficiary	30,200,00 €	2.070.83 €	24/05/2015 13:45:46
	10 25 50 100				

2. Click the menu item "Special Needs Support".

The **Details** page appears. Click the **Special Needs Support** menu item to see the list, which has been entered into the NAs Project Management System. These entries can be edited in order to add additional information.

Addition Downs - Learning Teaching and Teaching Automatics	Special Needs Trappet Exceptional Costs Exceptional Cost Course	the Barrer Barrer
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roject Details	1	
Context information	Project information	Project Access
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Action Type: KA201 - Diretegic Plateenteign for actool education	Project Tale: Project Tale_13000015 Project Accorym: Project Accorym_13000015	evolution in receiver.
Call Year: 2015	Partnorship between regions 😥	
Reparat: 1		History Information
Start of Project: 0109/2010	Beneficiary Organisation Information	Crossed by TrA Gulf
End of Project: 01/85/2018	Beneficiary Organisation information	Created en: 10:03/2018 10:40:10
Peojeut Daration (vocette): 36	PAC: 10:2132300	Updamed by: NA Staff
	Legal Name: Hitariga	Updated on: 26/03/2016 14 80.46
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National Agency	Full legal name (National Language)	
National Agenty: PLD1 - Foundation for the Development of the Education System		
For father details aloud your flattonial Agency, please cannull, the following page Migr246, sense, acting promotion correct deallock characteris- agent leaders and trin		

3. Click the "+Create" button.

In order to add a cost line for **Special Needs Support**, click the **+Create** button.

The value **Approved Budget (by National Agency)** may be set to zero, if the project **is for call year 2014** and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.

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Approved Budget (by National Agency)

4. Fill in the "Special Needs Details".

The **Special Needs Details** window appears. Fill in the details (blank fields) as applicable.

Special Needs Details		×
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5. Click on "Save".

To save the data, click the **Save** button. After clicking on save, the details line will now appear in the list of **Special Needs Support**.

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6. Edit "Special Needs Support".

To edit a line of **Special Needs Support**, click the pencil icon, update the data and click on **Save**.

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7. Delete "Special Needs Support".

To delete a line of **Special Needs Support**, click the bin icon.

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Exceptional Costs

This page explains how to manage the "Exceptional Costs" in MT+.

Exceptional costs include but are not limited to sub-contracting and purchase of goods/services. If exceptional costs are added, a comment must be entered on the budget screen.

Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Click the menu item "Exceptional Costs".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details.</u>
- <u>5. Click on "Save".</u>
- <u>6. Add a comment in the "Budget" tab.</u>

Detailed steps

1. Click on the project reference.

On the homepage click on the project reference in order to open the project. It will open in a new browser tab.

About the tool	My ongoing projects				
Addity Tool is the system for the management of Mobility mildor Partnerships projects that received an EU grant under the Lifelong Learning and Ergannus - programmes. The Tool is	Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
eveloped by the European Commission for you, as eveloped by the European Commission for you, as evenficiaries of these projects.	3014-1-FR01-KA301-000304	partner	87 280.00 €	3,545.00 €	21/01/2016 18:21:20
memoryanes or mese projects. In the Mobility Tool you will be able to provide all the	2014-1-FR01-KA201-008555_1	beneficiary	83.765.00 €	63,728.00 €	25/01/2016 11:44:32
formation on your projects, identify participants and mobilities, complete and update budget information, generate	2014-1-UK01-KA201-000229_4	c cordinator	39,685.00 €	61,413,00 €	07/12/2016 14:07:18
nd follow-up participant reports and generate and submit your wn report(s) to your National Agency	2015-1-FR01-KA107-014843	bergficia	425,607.00 €	74,760.00€	24/05/2016 12:59:24
	2015-1-FR01-KA294-013204	be	35,000.00 €	0.02.€	03/05/2016 19:42:26
	2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410.00 €	25/04/2016 17:24:45
Documentation	2015-1-PL01-KA219-036330_2	coordinator	30 200 00 €	40,846.00 €	24/05/2016 13:45:46
tobility Tool - Guide for Beneficiaries	2015-149L01-KA219-036330_3	beneficiary	30,200,00 €	2,070.83 €	24/05/2016 13:45:46
	10 25 50 100				

2. Click the menu item "Exceptional Costs".

After the **Details** page of the project opens, click on the menu item **Exceptional Costs.**

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Mittplet Dense Learning, Teaching and Training Activities	Operati Needs Suggest Exceptional Corres Esceptional Corr George	man Dialyst Reports
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Key Action: KA2 - Cooperation for invasiation and the exchange of pool plactices	National ID	Access to Project: Edit Access to Project
Action Type: KA201 - Strategic Patronships for school education	Project Title: Project Title_13032016 Project Acronym: Project Acronym_13032010	Project is locket:
Call Year: 2015	Partnemblo between regione 😪	121001240012001
Roand: 1		History information
Start of Project: 01/08/2016	Beneficiary Organisation Information	Created by: NA Staff
End of Project: 01/09/2018	beneficiary organisation micrimation	Created on: 18/03/2016 15:46:18
Project Duration (months): 36	P4C-953132300	Updated by: NA Staff
	Legal Name: Hitorizy	Updated on: 24/02/2016 14:65:45
National Agency	Business Name: Hitomau	
National Agency	Full legal name (National Language):	
National Agency: PL01 - Provident for the Oevelopment of the Education System		
For further details attout your National Agency, please consult the following page Mito frac averale and programment internet deta/auto-hastonal- agences/veral_usi. Mito		

3. Click the "+Create" button.

In order to create a new details line, click on the **+Create** button.

The value **Approved Budget (by National Agency)** may be set to zero, if the project **is for call year 2014** and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.

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	Approved Budget (by National Agency)

4. Fill in the details.

Fill in the details (blank fields) as applicable.

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Description of cost item		
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5. Click on "Save".

To save the data, click the **Save** button.

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Szkola Podstawowa i	m. Henryka Sienkiewicza w Oblegorku	÷
Full Real Cost	Eligible Cost (75%)	Total(Adjusted)
100	78	75
Description of cost item		
Exceptional Costs		

After saving, the details line will now appear in the list.

xceptio	nal Costs				• 0000
Sent					
R	Aber				0
-	Legal Name	Description of cost item	Fell Real Cest	Eligible Cast (29%)	
0	Wettin	Escaptional cents.	100.00.6	75.04 E	
- Table	al)		totot el	75.00 C	

6. Add a comment in the "Budget" tab.

To add a comment in relation to all exceptional costs on the Budget screen, click on the **Budget** tab, add the comment and click the **Save** button.

Muttiplier Events 3.500,00 € 80,00 % 2.800,00 € 120,00 % 4.200,00 € 5.000,00 € 142,85 % Learning, Teaching and Training Activities 0,00 € 80,00 % 0,00 € 120,00 % 0,00 € 3.855,00 € 0,00 % Short-term training events for youth workers 0,00 € 80,00 % 0,00 € 120,00 % 0,00 € 2.855,00 € 0,00 % EU Travel Grant 0,00 € 0.00 € 2.590,00 € 0,00 % 2.590,00 € 0,00 % EU Individual Support 0,00 € 2.590,00 € 0,00 %		Approved Budget (by National Agency)	% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget	Current Bodget (in Mobility Tool)	% CurrenttApprove Dudget
Learning, Teaching and Training Activities 0,00 € 80,00 % 0,00 € 120,00 % 0,00 € 1385,00 € 0,00 % Short-term training events for youth workers 0,00 € 2,955,00 € 0,00 % <td< th=""><th>molecter states strategies at</th><th>444,65 %</th><th>awine in</th><th>1.4.4,44</th><th>199709-10</th><th>1,001,00 0</th><th>1-91 0,993 St.</th><th></th></td<>	molecter states strategies at	444,65 %	awine in	1.4.4,44	199709-10	1,001,00 0	1-91 0,993 St.	
Training Activities 0,00 € 0,00 € 120,00 % 0,00 € 1.866,00 € 0,00 € Short-term training events for youth workers 0,00 € 2.865,00 € 0,00 € <	Multiplier Events	3.500,00 €	80,00 %	2.800,00 €	120,00 %	4.200,00 €	5.000,00 €	142,86 5
events for youth workers 0.00 € 2.865.00 € 0.00 1 EU Travel Grant 0.00 € 2.75.00 € 0.00 1 EU Individual Support 0.00 € 2.590.00 € 0.00 5 Linguistic Support 0.00 € 0.00 € 0.00 5 Special Needs' Support 0.00 € 0.00 € 0.00 5 Exceptional Costs These costs were incurred while 0.00 € 0.00 € 0.00 €	Learning, Teaching and Training Activities	0,00 €	60,00 %	0,00 €	120,00 %	0,00 €	2.865,00 €	0,00 1
EU Individual Support 0.00 € 2.890.00 € 0.00 5 Linguistic Support 0.00 € 0.00 € 0.00 € 0.00 5 Special Needs' Support 0.00 € 0.00 € 0.00 5 0.00 5 Exceptional Costs These costs were incurred while 0.00 € 0.00 € 0.00 €	Short-term training events for youth workers	0,00 €					2.865,00 €	0,00 %
Support 0.00 € 2.590.00 € 0.00 5 Linguistic Support 0.00 € 0.00 5 0.00 € 0.00 5 Special Needs' Support 0.00 € 0.00 € 0.00 5 0.00 5 Exceptional Costs These costs were incurred while 0.00 € 0.00 € 0.00 €	EU Travel Grant	0,00 €					275.00 €	0,00 1
Grant 0,00 € 0,00 € 0,00 € 0,00 € Special Needs' Support 0,00 € 0,00 € 0,00 € 0,00 € Exceptional Costs These costs were incurred while 0,00 € 0,00 € 0,00 €		0,00 €					2.590.00 €	0,00 5
Exceptional Costs These costs were incurred while		0,00 €					0.00 €	0,00 %
These costs were incurred while	Special Needs' Support	0,00 €					100,00 €	0,00 1
1964 Literactive left 0,00 € 80,00 % 0,00 € 100,00 % 0,00 € 75,00 € 0,00 %	These costs were incurred							
	1964 charochris loit	0,00 ¢	80,00 %	0,00 €	100,00 %	0,00 €	75.00 €	0,00 5

MT+ KA2 Budget

- Approved Budget (by National Agency) and Current Budget (in Mobility Tool).
- <u>Allowed budget transfers between budget items.</u>
- Maximum and minimum percentage allowed for the transfer.
- Budget for Learning, Teaching and Training Activities.
- <u>Budget for Exceptional Costs and Exceptional Cost Guarantee.</u>
- <u>Reduction of EU Grant.</u>

Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

Explanation and illustration

The budget summary screen provides an overview of the approved budget as entered into the NAs Project Management System. This can be seen in the column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool)** reflects the total for each activity and budget item as entered under each tab of the Mobility Tool:

- Project management and implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning, Teaching and Training Activities
- Special Needs' Support
- Exceptional Costs
- Exceptional Cost Guarantee

Mo	bility too	EAC	lirectorale	General for I	ducation	and Culture			
roject 2014-1-U				5	Contacts	and and and a second	ment and implementati		
Intellectual Outputs Reports	Muttiplier Events	Learning, 7	eaching and	Tranng Activitian	Special	Needs Support	Exceptional Costs	Exceptional Cost Duarante	Budget
Budget									

			Budget Transfers (%	of Approved Badget)			
			After Transfere To Jackget Item		ifter Transfors From udget Ham		
(Approved Sudget Dry National Agency1	% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Medmum Amount According to 5 of Approved Budget	Current Budget (In Mobility Tool)	% CarrentlApprove budget
en diversion						1505376	
fotal Project	38,925.00 €					1,500.00 €	0.85 %
Reduction of EU Grant						0.00 €	
Project management and implementation	9,000.00 €	80.00 %	7,200.00 €	100.00 %	9,000.00 €	1,500.00 €	16.67 %
						ETTO:	
Transnational Project Meetings	6,675.00 €	80.00 %	5,040.00 €	120.00 %	8,010.00 €	0.00 €	0.00 %
-2010-0-2010-0-2010-0-010						0.000	
intellectual Outputs	0.00 €	80.00 %	0,00 €	120.00 %	0.00 €	0.00 €	0.00 %
						1221/6	
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
10 10 121100 1200 12000						EDUNG	
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0,00%
						10000	
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 %
EU Travel Grant	8,250.00 €					0.00 €	0.00 %
EU Individual Support	15,000.00 €					9.00.€	0.00 %
Linguistic Support Grant	0.00 €					0.00 €	0.00 %
Special Needs' Support	0.00 C					0.00 €	0.00 %



Allowed budget transfers between budget items.

Explanation and illustration

Transfer between budget items is allowed but only as indicated in the table below:

						То			
				1)	oudget item	receiving th	ne funds)		
		PMI	TPM	ю	ME	LTT	SN	EC	EC - Guarante
From	PMI		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
(budget item sending the funds)	ТРМ			Allowed	Allowed	Allowed	Allowed		Allowed
	ю		Allowed		Allowed	Allowed	Allowed		Allowed
	ME		Allowed	Allowed		Allowed	Allowed		Allowed
	LTT		Allowed	Allowed	Allowed		Allowed		Allowed
	SN								
	EC		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	EC - Guarantee								

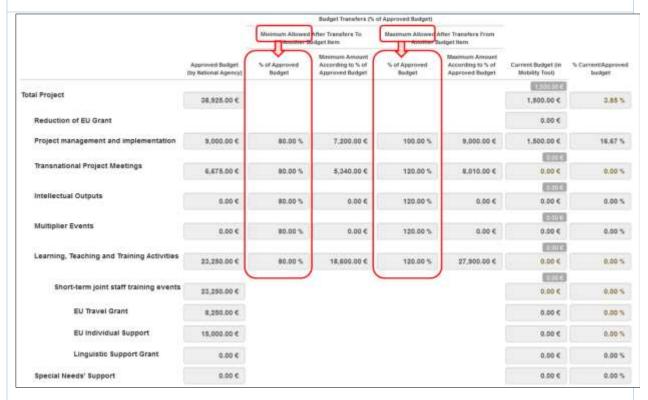
Maximum and minimum percentage allowed for the transfer.

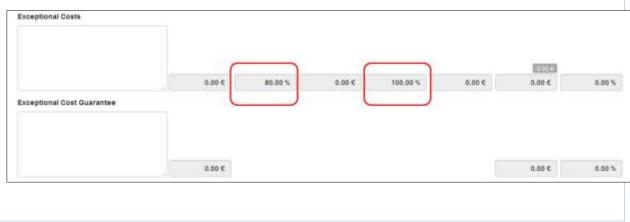
Explanation and illustration

Where transfer is allowed from or to a budget item, the maximum and minimum percentage allowed is displayed. Also, both the minimum value and the maximum value are automatically calculated and displayed here.

If these limits are exceeded the cell will display in orange and the amount should be adjusted under the appropriate tab for that budget item.

If the amount is different than the approved budget but within the allowed limits it will be displayed in red. The highlight in red is only for information and will not block any functionality.





Budget for Learning, Teaching and Training Activities.

Explanation and illustration

Learning Teaching and Training Activities budget item is further divided into the activity types.

in ma	ier Events Learning, Teaching and Tran	ering Activities	Special Ne	ord) Support	Ecophinal C	iale Diceptine	Cast Gara	me Budg	el Reporte					
earr	ning, Teaching and Traini	ing Acti	vities									1	+0	
		116 5 (1676)												
Search	0													
0111	etten Aturt 🔱													
ш	Activity In. Activity Type Activi		ang-berm Ad	o. Of ccompanying ersons	No. of Participants	No. of Participants With Special Needs	Total Travei Amount	Total Individual Support	Total Linguistic Support	Total Grant (calculated)	Total Grant (Adjusted)			
o	C7 SP-SCHOOL-EVENT joint 1 trainin event	ing	, 1		ž.	0	275.00€	2,310.00€	0.00€	2,585.00€	2,585.02€	-	/	1
0			c 0		x	0	360.00€	330.00 €	0.00€	690.004	690.00 ¢			
Total			7		7	0	\$35.00 E	2,640.004	9.00 €	3,275.08-6	3,275.004			
10	25 50 100					Rodorf Toissless	ft. of Brancas		proved Budy	get (by Nati	onal Agene	(y) 🛐	823E	
10	25 50 100				Minimum Alexand Another B			od Berlget) zis Allowed Affs	er Transfers Fror		onal Agene	yj 🛐	NU.T	
10	25 50 100		Approved 9 (by Sational A	ludget	Maymurs Adamed Another Sc Scot Approved Biologet	Mber Toxosfers To	Nation	od Burlget)	er Transfers Fror	n rit of Current		6 Carry		
	75 50 100	16es		ludyst Agerce)	Another B	After Transfers To adget Item Minimum Amount Assorting to 's of	Nasiriu No of A Do	od Bødget) att Altowed Aff Another Bad	ec Transfers From get Hom Maximum Across According to % o	nt of Correct of Most	Budget (m 1	6 Carry	15×aeri	
	rning, Teaching and Training Active		(by Satismal / 23,250	Budget Agency) 1.00 €	Another Bi S of Approved Badget	After Transfers To adget them Unimum Amount Assorting to 's of Approved Badget	Nasiriu No of A Bu	ed Budget) en Aleewel Afh Another Bud pervice8 elget	er Transfers fror get Non. Unsimam Arrow According to % 4 Approved Tacigi	nt of Current the Moose Current	Budget (n ty Tost) Ensitie Z15.00 €	6 Carry	ntApen adget 34.0	
	rning, Teaching and Training Activit Short-term exchanges of groups o		thy Satisma / 23,250 0	Rudget Agencyi 1.00 €	Another Bi S of Approved Badget	After Transfers To adget them Unimum Amount Assorting to 's of Approved Badget	Nasiriu No of A Bu	ed Budget) en Aleewel Afh Another Bud pervice8 elget	er Transfers fror get Non. Unsimam Arrow According to % 4 Approved Tacigi	n H Currett H Mobile E I.C	Horgert in ty Tool; 275.00 € 1990.00 €	6 Carry	statuer adget 34.01 0.01	
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	rning, Teaching and Training Activit Short-torm exchanges of groups o EU Travel Grant EU Individual Support	of pupils	0 ty fational A 23,250 0 0 0	hudget Agencet 1.00 € 1.00 € 1.00 € 1.00 €	Another Bi S of Approved Badget	After Transfers To adget them Unimum Amount Assorting to 's of Approved Badget	Nasiriu No of A Bu	ed Budget) en Aleewel Afh Another Bud pervice8 elget	er Transfers fror get Non. Unsimam Arrow According to % 4 Approved Tacigi	rit t Currett Kooli	Nongort In Ny Tool 275.50 C 290.00 C 390.00 C 390.00 C	6 Carry	ststoper sdget 14.05 0.00 0.00	10 10
	rning, Teaching and Training Activit Short-torm exchanges of groups o EU Travel Gront EU Individual Support Linguistic Support Grant	of pupils	(by Satison A 23,250 0 0 0 0	Bedget Agence) 1.00 € 1.00 € 1.00 € 1.00 € 1.00 €	Another Bi S of Approved Badget	After Transfers To adget them Unimum Amount Assorting to 's of Approved Badget	Nasiriu No of A Bu	ed Budget) en Aleewel Afh Another Bud pervice8 elget	er Transfers fror get Non. Unsimam Arrow According to % 4 Approved Tacigi	e ni Curreet to	Hvager I III Tra Tostji 275.00 C 1990.00 C 1300.00 C 1300.00 C 0.00 C	6 Carry	154.01 34.01 0.00 0.00 0.00	
	rning, Teaching and Training Activit Short-torm exchanges of groups o EU Travel Gront EU Individual Support Linguistic Support Grant Short-term joint staff training even	of pupils	0y Satison / 23,250 8 0 0 0 23,250	hudget Agenegi 1.00 € 1.00 € 1.00 € 1.00 € 1.00 €	Another Bi S of Approved Badget	After Transfers To adget them Unimum Amount Assorting to 's of Approved Badget	Nasiriu No of A Bu	ed Budget) en Aleewel Afh Another Bud pervice8 elget	er Transfers fror get Non. Unsimam Arrow According to % 4 Approved Tacigi	rit tit Currect Modil tit Modil tit	Hu-sperijer trasts 275.00 € 2300.00 € 330.00 € 0.00 € 0.00 € 505.00 €	6 Carry	stofager 34.0 0.00 0.00 0.00 11.12	10 10 10 10 10 10 10 10 10 10 10 10 10 1

Budget for Exceptional Costs and Exceptional Cost Guarantee.

Explanation and illustration

The **Exceptional Costs** and **Exceptional Cost Guarantee** both have comments fields. A comment should be entered and saved, if either items have costs entered.

						0.00 €	
	0.00 C	80.00 %	0.00 €	100.00 %	0.00 €	0.00 €	0.00%
ceptional Cost Guarantee							
	0.00 C					0.00 €	0.00%

Reduction of EU Grant.

Explanation and illustration

After the National Agency has processed the final report the total amount by which the current budget can be reduced may be entered if necessary by the NA into the field **Reduction of EU Grant.**

			Surget Trenshole (%	of Approved Budgett			
			LARer Transform To Autopt Ners		When Transitions From webpit form		
	Approved Badget (by Selinse Approx)	To of Approved Badget	Maximum Account Associating to % of Approved Budget	Nort Approved Biologet	Maximum Arrosoft Associating to % of Approved Barlget	Excerned Backget (or Modeling Trans)	% Carrentl Approved Budget
						83111113	
btal Project	38.525.00 €					1,503.00 €	3.88%
Reduction of EU Grant						3.00.€	
Project management and implementation	8,000.00 C	88.00%	7,200.05 <	186.00 %	3.001.01 €	1,500.00 €	18.67 %
						COLUMN STATE	
Transmittional Project Meetings	8,679.00 C	80.00%	8,340.00 C	120.00%	8.010.00 €	3.00-6	0.00%
						LUCC.	
Intellectual Outputs	0.00 C	98.00 %	0.00 €	720.00%	9,00 €	9.00 €	0.00 %
Multiplier Events						0003	
studgeer events	3.00.6	80.00%	0.00 €	120.00%	0.02 €	3.00 E	0.00%
						1111	
Learning, Teaching and Training Activities	23,288.00 €	00.00 %	18,600.05 €	130.00 %	27,800.04 €	3.00 €	0.00 %
						0.010.0	
Short-term joint staff training events	23,250,00 €					3.00 €	A 00 %
EU Travel Grant	1,285.00 C					0.00 E	0.00%
EU Individual Support	18,000.05 €					0.00 €	0.00%
Linguistic Support Grant	8.00 K					3.00 €	9.00 %
Special Needs' Support	8.00 4					3.00 C	0.00 %

Manage participant report

What are the participant reports?

Those individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives and email with a dedicated link to the participant report. The email request is automatically triggered by the Mobility Tool when the end date of the mobility is reached. The individual participant report is completed online in an EU Survey and is offered in various languages. The participant can save as draft and submit the form. After submission, the participant may download a pdf version but they can not edit the form again.

In the Mobility Tool, you can view the status of the participant report. The report status is either **Requested**, or **Submitted**. If the email address is incorrect or there is an issue with sending the email, the status will be **Undelivered**. In this case it is possible to send the email request to the participant again. To do so:

- 1. Select the participants to which you would like to resend the report request
- 2. Click on the link Resend participant report request

	All	452) Alte	gibles ()													
E	lean	m in 452 inco	da -													4
		DIONE		bulk operations Bulk operations on 21	ecords g	Debte	2	and Parliagent	Report Result							2
		Participant First Name	Participant Last Name	Participant Email	Астічіту Турн	Mobility ID	Sending Country	Receiving Country	Start Date	End Dute	Eligible Mobility	Report Status	Requested On	Received On		
	•	Fergus	Kelman	email@domain.com	E-SM5-P	155	Notherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015		Π,	18
	•	Hasn	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spen	07/05/2015	31/12/2015		Requested	31/52/2016		m,	1
	•	lon	Rose	email@domain.com	iE-SMS-₽	348	Netherlands	Spain	07/09/2015	31/12/2016		Undefwired	31/12/2015		m .	• @
	0	An	Dune	email@domain.com	IF SMS P		Netherlands	Spain	29/06/2015	31/12/2015		Submitted	31/12/2016		Π,	

All participant reports can be downloaded from the **Mobilities** list view.

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All (D			_	2										
1.91	n is 4 month														4
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111	Participant First Nerve	Perficipant Last Norte	Pertripert Envil	Activity Type	Mutality ID	Sending Country	Receiving Country	Siart Date	Eind Date	Report Statue	Requested On	Received On			
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18	Nerrw	Participant Last	Participant Envil	Type	Motelly ID 00066-MDB-	Southing Country	Country	01030316		NONE					
0 0	Nerrw	Participant Last Name	Participant Enval	Type HE-SMS-F HE-SMP-F	Moteily ID 00595-MDB- 00592 00085-MDB-	Sounding Country Flatce	Country	01/03/0216 01/05/0216	110303146	NONE				/	R

For those key actions that have more than one activity type, the zip file will contain as many files as there are activity types, as the participant forms differ for each activity type.

The participant reports are not mandatory for all key actions, for example for the youth key actions only the group leader may be requested to complete the participant report. For KA2 no participant reports are required.

The functionality in MT+ allows for sending of the beneficiary report even if not all participant reports have been submitted.

How to bulk send reminders for participant reports in MT+

Quick steps

- Open the project.
- <u>Click on the "Mobilities" tab.</u>
- Select the mobilities and click on "bulk operations".
- <u>Click on "Re-Send Participant Report Requests"</u>.
- <u>A confirmation message will be displayed.</u>

Detailed steps

1. Open the project.		
2. Click on the "Mobilitie	es" tab.	
This will open the list of mobilities.		
Furopean Commission Mobility tool EAC Dar	ectorate-General for Education and Culture	IT change language 🔺
Project 2015-1-NL01-KA103-008626	da Dashboard Organisations Contacts Mobilities Mobility Ing	port-Export Budget Raports

3. Select the mobilities and click on "bulk operations".

This can only be performed if the end date of the mobility has passed.

Proje	ct 2015-1-N	IL01-KA103	3-008626 Details	Desitioned	Digenisatio	e Contacts	Mehilies	Multility 2	npart - Expert	Datpe	Reports					
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3641	ch in 452 reco	nte	0													
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	Darticipant	Participant		Activity	Hobfilte	Seading	Receiving			Flighte	Bannet	Inconstat	Received			
1	Participant First Name	Participant Lost Name	Participant Email	Activity Type	Hobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility		Requested Os	Received On			
0			Participent Email email@domain.com					Start Date 01/05/2015	End Date 31/12/2015	Mobility		Qs.			/	1 1
0 0	First Name	Last Name		Type	10	Country	Country			Mobility	Status Requested	Qs.			/	

4. Click on "Re-Send Participant Report Requests".

An email reminder will be sent to each of the participants requesting them to submit their participant report. The **Requested On** dates will be updated as a result of this action.

bjec	:1 2015-1-N	L01-KA103	-008626 Owner 0	ashboard	Organisation	e Cortacia	Mobilities	Mobility in	npot Export	thrips	t Reports					
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311	Participant	Participant	Bulk operations on 2 r	Activity	Mobility	Sending	Receiving		End Date	Mobility	Status	1		-	/	- All
e 1 3 i	Participant First Name	Participant Last Name	> Bulk operations on 2 r Perticipant Email	Астіічіту Туре	Mobility 10	Sending Country	Receiving Country	Start Date 01/09/2015	End Date	Mobility	Status Requested	On			/ /	10
• •	Participant First Rame Fergus	Participant Last Name Kelman	 Buik operations on 2 if Participant Email email(pdomain.com) 	Activity Type E-SMS-P E-SMS-P	Mobility 10 559 54	Sending Country Netherlands	Receiving Country Span	Start Date 01/09/2015	End Date 31/12/2015 31/12/2015	Mobility	Status Requested Requested	On 31/12/2015			/	

5. A confirmation message will be displayed.

A confirmation message will be displayed to confirm that the request of resending has been performed. After the resending is performed the dates of **Requested On** will be updated. The resending of the email cannot be repeated within 24 hours of the last request. If the email address is incorrect or the email sending is failed, the report status will be updated to **Undelivered**.

ie:	ct 2015-1-N	(L01-KA103	-008626 Details D	hishboard	Organisatio	ni Contach	Mobilities	Mobility 0	nport - Export	thetty	i Nepotis					
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Manage Final Beneficiary report

How to complete and submit the beneficiary report

Length of video	Version of Tool	Comments
5min 35sec	MT+1.6.2 and EPlusLink 2.3.1	 This overview while created for older versions of MT+ and EPlusLink is still relevant for most of the current functionality. New following functionality not shown in this video. <u>The Project summary, Context and Budget sections are already filled in.</u> <u>For KA107, Context, Summary of Beneficiary and Partner Organisations and Participant Feedback on Erasmus Charter Provisions and General Issues are already filled in.</u> <u>Maximum number of attachments: 10 (instead of 5).</u> <u>Maximum size for the attachments: 10 MB (instead of 5 MB).</u>

Video

URL: How to complete and submit the beneficiary report

QR code:



Submit Terminate-with-no-grant Report

If a project, has ended without any costs, and no mobilities have taken place, then it is possible to terminate the project with no grant. This action can be performed by the National Agency or by the beneficiary/Coordinating organisation. This scenario below, is performed by a National Agency user and Beneficiary users will not see the tab NA Validation. Otherwise the steps remain the same for both profiles. It is only possible to terminate the project with no grant, if there are no mobilities added and the declared budget has not costs indicated. Check the declared budget under the Budget tab.

In KA2 some project data is transferred during project creation for ME, IO and TPM. If a KA2 project does not show the termination screen, even though there is no Budget ($0 \in$), these records need to be manually removed.

Quick steps

- 1. Click the "Reports" tab.
- 2. <u>Generate a "Terminate-with-no-grant Report".</u>
- 3. Click on "Edit Draft".
- 4. Add "Reason of Termination".
- 5. <u>"Download Declaration of Honour" document.</u>
- 6. <u>Signing "Declaration of Honour" document.</u>
- 7. <u>Upload Declaration of Honour document.</u>
- 8. <u>Click on "Start Submission Process".</u>
- 9. The checklist wizard appears.
- 10. <u>"Accept" the "Data Protection Notice"</u>.
- 11. Check the "Submission Process Checklist".
- 12. Confirm Submission.
- 13. <u>Submission in progress.</u>
- 14. Successful submission of report.
- 15. <u>View termination confirmation.</u>

Detailed steps

1. Click the "Reports" tab.

In MT+ click on the **Reports** tab to start the **Termination with no grant Report** procedure.

If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. To terminate with no grant, remove all mobilities or activities for strategic partnerships and remove all declared costs.

If the project is to be terminated with eligible costs, then the beneficiary report can be submit as normal, without removing the eligible mobilities and costs.

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2. Generate a "Terminate-with-no-grant Report".

To proceed, click the **Agree** checkbox and click on the **Generate a Terminate-with-no-grant Report** button.

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Termination with no grant Report	
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Terminate the project without requesting a grant and without submitting a complete Final Beneficiary Report (formerate with no Selecting the option implies that no activity is reported for this project and that eligible expension cannot be considered. R1 Agree Generate a Terminale/WINK0-grant Report	(gan)

3. Click on "Edit Draft".

To edit the draft report, click the **Edit Draft** button. Below, you will start to see the history of the procedure.

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4. Add "Reason of Termination".

The first field is **1. Reasons of termination**. Explain the reasons for the project termination in concise detail in the field provided.

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	The report form has been completed using see of the official languages of the Exactions+ Programme Countries. You have annexed all the relevant documents. The Declaration of Honose signed by the regard operaentative of the beneficiary organisation. The tracemarks supporting documents as required with in the grant agreement. you have saved or printed the copy of the completed form for yourset.
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5. "Download Declaration of Honour" document.

In the **Annexes** section, click the **DOWNLOAD Declaration of Honour** button to download the form to be signed.

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Once clicked, a dialogue box appears where you can either save or open the document. Click **OK** to proceed.

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6. Signing "Declaration of Honour" document.

In the **Declaration of Honour** document the **Place** and **Date** details are to be filled in and signed.

If the NA requires the National ID number of the signing person, fill in the details in the area provided. A stamp of the beneficiary organisation may also be required.

E	rasmus+
	Interficiary Declaration of Honour and Signature
1.00	the undersigned, contrily that the information contained in this report form and its annexes accurate and in accordances with the facts. In periods the financial data provided merginnets with the activities actually realised and to the grants actually paid for dockness, travel and properation of participants.
	Piace: Date (dd-mm-yyyy):
	Grant Agreement Number: 2014-1-FR91-KA391-000403 National ID: Name of the beneficiary organisation: Ecole publique Henri Denxim Name of legal representative: M Loc BERTHOU
>	Signature: National ID number of the signing person (if requested by the National Agency): Shamp of the beneficiary organisation (if applicable):

7. Upload Declaration of Honour document.

Once signed, the document needs to be scanned and re-uploaded to MT+. To do this, either drag the document from its location in Windows Explorer to the section **Drop Here Your File(s)**, or click the **Select File** button and navigate to the document, and click **Open**.

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8. Click on "Start Submission Process".

- 1. An indication of the successful upload of the **Declaration of Honour** document will be highlighted.
- 2. Click on the Start Submission Process to proceed.

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9. The checklist wizard appears.

To ensure that all the necessary steps have been performed, the checklist wizard window appears. The first step is to check that you have added the **Beneficiary Declaration of Honour and Signature**. In this case, it is already added. Click the **Next Step** button to proceed.

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10. "Accept" the "Data Protection Notice".

Once you have read the **Data Protection Notice** details, click the **Accept** button to proceed.

ata Protection Notice	×.
The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) to 45/2001	
or the protection of individuals with repart to the processing of personal data by the Community motifications and bodies and on the thre nonversent of such data. Any personal data requested will only be used for the intended purgose, in this case for statistical and financial (if applicable) follow-up of the projects.	
For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Dialement accompanying this form	
We are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the anomalaing of your personal data, you may address them to your National Agency. You have the right of recourse at any dise to your national supervising body for data protection or the fungueun Data Protection Supervisor for matters relating to the processing of your personal data.	
You are informed that for the portpress of adleguarding the financial interest of the Contendate, your personal data may be transferred to internal audit services. In the European Court of Auditors, to the Prevantal irregularities Panel and/or to the European Arth Fraud Office (OLAP).	è
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11. Check the "Submission Process Checklist".

To continue submission, you must check the list. The button to proceed to the **Next Step** will not become active until all items in the checklist are marked as **Done**. Change the button **Not Done** to **Done** by clicking on it.

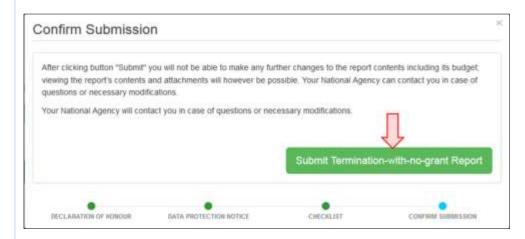
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Once you are satisfied that everything in the checklist has been done, click on the **Next Step** button to proceed.

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12. Confirm Submission.

In the final dialogue box **Confirm Submission**, read the text before clicking the **Submit Termination-withno-grant Report** button.



Once clicked, the data will be sent for review by the National Agency. The dialogue box indicates the text **Sending data, please wait**.

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Your National Ager	cy will contact you	in case of questions or n	ecessary modifications		
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13. Submission in progress.

Returning to the **Report** screen you will see the report submission is in process. This can take up to 15 minutes.

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14. Successful submission of report.

The screen will then change to **Beneficiary Report has been successfully submitted**.

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15. View termination confirmation.

Once the termination with no grant report has been accepted and processed by the National Agency, the report and project status will be indicated as **Terminated no grant**.

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